



- A self motivated, flexible, enthusiastic & committed professional with experience as an accountant since 2018 until present willing to meet demanding challenges in Accounting & Financial industry.*

Experience

ASSISTANT ACCOUNTANT

ONE YEAR (08/2021 to 08/2022)

KLOUDAC ACCOUNTING & BOOKKEEPING LLC

- Assemble, review, verify & approve invoices and prepare the payments as per the policies of clients
- Liaise with clients regarding to any matters or queries related to Invoices and expenses
- Engage in Client meetings
- Bank Statements Upload, Bank Reconciliation
- Assisting for month end closing activities such as posting relevant entries to books
- Invoice Branding for Clients
- Payroll Uploading & Payroll Adjustments
- Sales Booking, Cash Book & Petty Cash Workings Provide Bookkeeping works for Clients (Xero, Zoho, Quickbooks)
- Maintaining clients pre-payment Schedules in Insurance, Rent, Visa expense amortization etc.
- Email, Dropbox, One drive handling

ACCOUNT EXECUTIVE

ONE YEAR & SIX MONTHS (01/2020 to 06/2021)

SADASARANA AQUA PRODUCTS PVT LTD

- Preparing and analyzing accounting records and financial statements
- Check accuracy of reports and procedural standards
- Analyzing business trends, operations, financial commitments and revenues, Computing taxes
- Reporting all the findings to the management
- Developing, maintaining as well as evaluating budgets and preparing reports based there on
- Recordkeeping and Maintenance of accounting systems
- Carrying out surveys for finding out accounting needs
- Recommending solutions to accounting and other business problems

ACCOUNT EXECUTIVE

ONE YEAR & THREE MONTHS (08/2018 to 11/2019)

BRITISH INSTITUTE OF MANAGEMENT AND TECHNOLOGY – SRI LANKA

- Responsible for handling bank reconciliations, Management reports along with budgets, finalizing financial statement and monthly wise payroll preparation.
- Assisting with annual audit preparation.
- Updating and maintaining procedural documentation.
- Ensuring payments, amounts and records are correct.
- Preparing statutory accounts.
- Monitoring daily communications and responding any queries to the related.

Professional Qualifications

- Bachelor of Science in Business Information Systems (Special) Degree
Rajarata University of Sri Lanka. (2017 - 2021) - **GPA 3.0 (Second Class Lower Division)**
- Following ACCA (UK) – Mercury Institute, Sri Lanka

Other Programs

- Completed Computer Base Accounting course - University of Rajarata, Sri Lanka.
- Completed Professional Certificate in HRM - Virtual Academy, Sri Lanka
- Completed Certificate course in MS Office - Omer Farook College
- Completed Graphic Designing & Spoken English certificate course - Global College, Puttalam

Non Related Referees

Mr Nisar Maliyekkal

Accountant

KloudAc Accounting & Bookkeeping LLC - UAE

Mobile : +971 554075215

Nisarmaliyekkal22@gmail.com

Mr. Udes S. Senarath

Lecturer (Temp)

Rajarata University of Sri Lanka

Mobile : +94 718 999 897

Udes.senarath@mgt.rjt.ac.lk

Key Skills and Competencies

- Excellent Working Profesional in Excel
- Financial Reporting
- Financial Statement
- Receivables & Payables
- Costing & Budget Manageent
- Planing, organizing and Execution
- Decesion Making anf Problem Solving

Academic Qualifications

Passed G.C.E (A/L) – 2015

(Accounting A, Bussiness Studies A, Economics General English C)

Passed General Information Technology in 2014, Distinction Pass (A)

Passed G.C.E (O/L) – 2012

(Commerce A, English B, Maths B, ICT B)

Language Skills

- ENGLISH & SINHALA - Full professional proficiency
- TAMIL - Native Proficiency
- MALAYALAM - Beginner

Accounting Packages

- QUICKBOOKS
- SAGE 50
- TALLY ERP 9
- MS – OFFICE
- XERO



I do here by certify that the above information is true to the best of my ability

R. Mohamed Yousuf