



# MOHAMED NASFAAQ

(BBA (HONS) - HNDBA, AAT (PF), CMASL (R), CCHRM)

## Admin cum Accountant

Experienced in Finance with a demonstrated history of working in the Accounting and Admin sector for 4+ years. Have demonstrated finance expertise in handling accounts payable, reconciliations, and fund management. Skilled in Accounting Systems, Microsoft Office, Presentation Skills, Manpower schedules, Meeting Arrangements, and Admin related activities. An innovative and creative thinker motivated to learn new things and perform efficiently that can commit to delivering set targets. Also, has good interpersonal skills and team working ability to provide a Strong Contribution to the Organizational Goals.

## PERSONAL DETAILS

Full Name – Mohamed Nasfaaq Nasurudheen

Date of Birth - 27/03/1997

Nationality - Sri Lankan

Marital Status - Married

Passport No – N8607367

Visa Status - Valid QID with NOC

## CONTACT

Bin Mahmud  
Doha, Qatar.

nasfaaqnm@gmail.com

+974 3133 2883

<https://www.linkedin.com/in/MohamedNasfaaqNasurudheen>

## EXPERTISE

- Financial Reporting
- Cash Management
- Analysis Payroll
- Accounts Payable & Receivable
- Financial Management
- Management Reporting
- General Ledger
- Manpower schedule

## EDUCATION

### PROFESSIONAL

Association of Accounting Technicians of Sri Lanka - (AAT SL)

- Diploma in Accounting & Business - Reg No: 2422299

Institute of Certified Management Accountants of Sri Lanka - (CMA SL)

- Operational Level (R) - Reg No: A26334

Chartered Institute of Personal Management- (CIPM SL)

- Certificate course in HRM

Refresh College Metro campus- Puttalam, Sri Lanka

- Diploma in English
- Diploma in Computer Application

### ACADEMIC

Lincoln University College –Malaysia

- BBA (Hon's) Business Administration - (2022 - 2023)

Sri Lanka Institute of Advanced Technological Education. (SLIATE)

- Higher National Diploma in Business Administration - (2017 - 2020)

GCE. Advanced Level Examination - 2016 (Commerce)

- Successfully Completed. (1A, 2C)

GCE Ordinary Level Examination - 2013

- Successfully Completed. (7 A, 1B, 1C)

## WORK EXPERIENCE

Admin cum Assistant Accountant 2019 Jan – 2020 Jan

Youth Selection (Pvt) Ltd Sri Lanka

- Keeping track of all payments and expenditures
- Maintain proper accounting records and filling
- Handling and Accountability of petty cash
- Month-end Bank Reconciliation and Analysis
- Preparation of financial statements, including balance sheets, income statements
- Perform month-end accounting activities such as reconciliation and Journal Entries
- Responsible for timely reporting of monthly reports
- Financial analysis and management
- Liaising with staff in other departments



## SKILLS

Computer Literacy	<div><div></div></div>
Microsoft Office Package	<div><div></div></div>
Team Work	<div><div></div></div>
Organizing	<div><div></div></div>
Multi-Tasking	<div><div></div></div>
Analytical Thinking	<div><div></div></div>
Communication	<div><div></div></div>
Social Media Management	<div><div></div></div>

## LANGUAGE

English	<div><div></div></div>
Tamil	<div><div></div></div>
Sinhala	<div><div></div></div>
Hindi	<div><div></div></div>

## REFERENCE

**Mr.Arthif Lafeer**

Managing Director - Orders.lk

**Phone:** +94 77 662 3303

**Email:** arthifac@gmail.com

**Mr. Naushad Packiron**

General Manager - Positive Business  
Trad & Cont.

**Phone:** +974 3036 9933

**Email:**  
naushadpackiron@gmail.com

**Admin cum Accountant**

2020 March - Present



### Positive Business Trad & Cont. I Qatar

- Preparation of Daily & Monthly Cash Management Reports
- Preparation and submitting monthly P&L (Financial, Management, and Balance sheet)
- Maintain and monitor Accounts Payable and Receivable
- Bank-related Activities
- Accurate handling of petty cash
- Preparation of costing relating to spares, & finished goods.
- Obtain daily production report (Productivity-Output) and post to account system.
- Assistant with stock Verification
- Typing up letters and reports
- Arranging travel and accommodation
- Preparing, organizing, and storing information in paper and digital form
- Manpower Schedule
- Administer payroll for employees
- Greeting clients and customers and filing inquiries in person or by phone

## EXTRA CURRICULAM ACTIVITIES

- Captain of School football team -2016
- Branch in charge of UPLIFT EDU Sri Lanka
- Best student award in grade 8 at P/Hindu Central College
- Secretary at Muslim Majlis of SLIATE Dehiwala, Sri Lanka
- Captain of School Cricket team -2013

## DECLARATION

I do hereby declare that the above details furnished by me are true and correct to the best of my knowledge

Yours Faithfully,

.....  
Mohamed Nasfaaq

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Date