

MOHAMED ZABIR MOHAMED ZAHEER

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Locally available with transferable VISA (With NOC)

PROFILE SUMMARY

- Finance & Accounts Professional with over 8 years of experience
- Experience in one of the big four audit firms (**Ernst & Young, Colombo, Sri Lanka**)
- Experience in entire accounting and finance operation entailing preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial statements.
- Maintaining and Monitoring Account Receivables and Payables
- Good exposure in preparation of financial statement including trial balance, balance sheet, profit & loss accounts, Cash flow statement, bank reconciliation report and age wise accounts payable & receivable statement.
- Effective leadership and excellent motivational skills to sustain growth momentum while motivating peak individual performances.
- Independent and self-motivated team player.
- Multitasking, time management abilities and fast learner.
- Effective use of ERP and QuickBooks accounting software systems

WORK EXPERIENCE

- Preparing a full set of monthly management accounts and annual financial statements for audit purpose.
- Monthly / quarterly / annual closure schedules; providing monthly financial statements and administering the closing process.
- Monitored balance sheets and income statements to evaluate financial performance.
- Analyzed monthly budgeting and accounting reports to maintain expenditure controls.
- Conduct financial analysis and research to advise senior management on forecasting decisions.
- Interacted with internal and external auditors to help complete audits and resolve issues.
- Maintaining & control of debtor receivables & supplier payable accounts. Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the general ledger.
- Controlling and maintaining fixed assets reports & entries, undertaking verification of assets and ensuring that all assets are ensured at the correct value.
- Ability to lead & motivate the subordinates to get the job tasks done effectively & efficiently in a team environment.
- Ability to work under tighter deadlines & compliance with any assignments.
- Effective use of ERP and QuickBooks system software.
- Risk assessment of internal controls and internal audit experience.
- Carrying out reconciliation of vendor ledger, debtors' ledger and bank deposits & payments.
- Cash and cheque management.
- Reviewed general ledger entries for accuracy and completeness.
- Managed daily bookkeeping functions with attention to accounts receivables, account payables, banking reconciliation and disbursements.
- **Carried out Risk based Internal Audits**
- Conducted risk assessment for clients within established /required time line.
- Reviewed the risks and existing controls and carried out testing of controls.
- Executed risk based internal audits for the clients in accordance with the annual audit plan
- Reviewed the risks and existing controls and carried out testing of controls.
- Determined scope of review in coordination with the clients.
- Reviewed the suitability of Internal Control design and recommend the best control mechanisms.
- Conducted audit testing of specified area and identify reportable issues and dimension of risk.
- Monitoring of compliance with policies and procedures.

EMPLOYMENT DETAILS (8+ YEARS OF EXPERIENCE)

- ❖ Accountant – Trend Construction (Pvt) Ltd , Sri Lanka – (From 01 January,2021 to 06 May, 2023)
- ❖ Assistant Accountant - Trend Constructions (pvt) Ltd, Sri Lanka - (From 01 January, 2018 to 31 December, 2020)
- ❖ Accounts Executive - Trend Construction (Pvt) Ltd, Sri Lanka – (From 05 May, 2015 to 31 December, 2017)
- ❖ Accounts Executive - Aqvest Group, Sri Lanka (May 2014 to February 2015)
- ❖ Audit Trainee - Ernst & Young, Colombo, Sri Lanka (January 2011 to April 2013)

SKILLS:

- Flexible and Adaptable.
- Time Management.
- Leadership experience
- Account reconciliation expert
- Effective and professional communication.
- Experience in use of ERP accounting software
- Experience in use of Quick book accounting software
- Operating Systems: Windows 2000, XP, 7 & 10.
- Office Tools.(Word, Excel and PowerPoint)

ACADEMIC / PROFESSIONAL CREDENTIALS:

- Following “Managerial level” in CIMA (UK), have completed “Certificate level and Operational level”.
- Passed G.C.E. A/L examination.
- Diploma in English at BCAS Kandy
- Diploma in Microsoft office XP at MECK Kandy
- Passed G.C.E O/L examination.

PERSONAL INFORMATION:

Name with Initials	:	MZM Zaheer
Date of Birth	:	19 January,1990
Gender	:	Male
Nationality	:	Sri Lankan
Marital Status	:	Married
Languages Known	:	English, Sinhala & Tamil

NON RELATED REFEREES:

Mr. B.G. Gourdian

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Mr. M R Rishard

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