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### PERSONAL INFORMATION

- **Date of Birth:** 01.05.1996
- **NIC:** 961222222V
- **Nationality:** Sri Lankan
- **Passport No.:** N8662160
- **Languages:** English, Tamil, Sinhala, Malayalam.
- **Marital Status:** Single

### MEMBERSHIPS

- **Volunteer:** OMSED Sri Lanka convocation.
- **Prefect:** P/Erukkalampiddy M.M.V (N/S).
- **Player:** Provincial Football Player (P/Erukkalampiddy M.M.V (N/S)).

### INTERESTS

- Voluntary Works
- Assisting with Seniors
- Reading books
- Club memberships
- Travelling

## MOHAMMED THASFAN

Accountant/ Graduate

BBA in Acc, CA (Executive Level), MAAT (M12542), HNDA

### OBJECTIVE

I am an ambitious personality looking for an opportunity for challenging assignment in the organization to utilize knowledge and for empowerment. I can make sure that my commitments towards the organization which will enhance the future perspectives of the organization in the long run as I did for my former employer.

### EDUCATIONAL & PROFESSIONAL QUALIFICATIONS.

- **Graduate:** Bachelor of Business Administration in Accounting in Lincoln University of Malaysia.
  - ❖ Registration Number: **C20Y2188**
  - Operation Management (**Passed**).
  - Business Ethics (**Passed**).
  - Research Methods (**Passed**).
  - Project and Relationship Management (**Passed**).
- **AAT (Passed Finalist):** Got membership from AAT Sri Lanka.
  - ❖ Registration Number: **2013233275**
  - Financial Accounting and Reporting (**Passed**).
  - Management Accounting and Finance (**Passed**).
  - Corporate and Personal Taxation (**Passed**).
  - Financial Controls and Audit (**Passed**).
- Completed **Advanced Level** in **Commerce Stream**.
  - Accounting (**Passed**).
  - Business Studies (**Passed**).
  - Economics (**Passed**).
- Completed a **Diploma in Computerized Accounting** for the latest accounting packages.
  - ❖ Registration Number: **CA/N/0321/7001**
  - ❖ Duration: **06 Months**

## **SOCIAL PLATFORMS**

- LinkedIn: Mohamed Thasfan
- Zoom: [thasu6767@gmail.com](mailto:thasu6767@gmail.com)

## **Working Experience (03 Years).**

- **Company:** Hima Aus Education Consultancy (Pvt) Ltd.
- **Designation:** Assistant Accountant
- **Duration:** November 2019 to October 2021
- **System Worked:** Quickbooks 2016 Pro
- **Responsibilities:**
  01. Collaborate with Financial Managers and other team members to successfully execute various accounting tasks.
  02. Maintain company ledgers and daily financial transactions.
  03. Create financial documents such as bills, invoices, pay-orders, payables, receivables, and purchase orders.
  04. Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
  05. Manage payroll activities and release salaries.
  06. Coordinate and manage payment and billing details of external service providers, contractors, and vendors.
  07. Verify payments and deposits made through the company account and coordinate with the bank.
  08. Create daily reports for management and team members.

- **Company:** Carter De Costa & Co. (Audit Firm)
- **Designation:** Audit & Accounting Supervisor.
- **Duration:** March 2018 to October 2019.
- **System Worked:** Quickbooks & Peachtree
- **Responsibilities:**

01. Supervise audit team to ensure quality and on-time delivery.
02. Evaluate performance of audit staffs and provide appropriate feedback.
03. Assist in risk assessment and mitigation activities.
04. Organize trainings for audit team for skill development.
05. Coordinate with team to review audit findings.
06. Prepare reports with audit findings and recommendations.

## **References.**

References are available on request.

## **Declaration.**

I hereby declare that above mentioned details are true and fair.