

Mohamed Hiraz Hilmy

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Nationality: Sri Lankan, Islam

Date of Birth: 29-11-1991

Marital Status: Single

Objective:

To secure a position with a well-established organization with a stable environment that will lead to a long lasting relationship in the field of Finance, and to ensure that I add value to the company using my knowledge and competency to reach greater heights.

Experience (beginning from the most recent)

LEAD ASSOCIATE-OPERATIONS | WNS GLOBAL SERVICES PVT LTD | JUNE 2013 –APRIL 2013

*Part of an outsource team for the International Baccalaureate (IB) Finance department. IB offers four high quality international education programmes to more than one million students in 146 countries

- Areas of expertise – Accounts Receivable for the billing, receipting, and collection
- Planning, organizing, and delivering training on multiple areas and systems such as Oracle and other IB owned interfaces
- Query resolution from schools on their billings details or errors
- Preparation of daily and weekly progress reports for IB and for the WNS management
- Preparation of reconciliation between interfaces to assist with audit purposes
- Involvement in the annual billing run for the May 2014 examinations in at the Singapore office

SENIOR AUDIT ASSOCIATE | MESSRS, KPMG (COLOMBO, SRI LANKA) | JUNE 2010-JUNE 2013

- Assembling and planning the audit engagement team
- Ensuring financial statements of organization are prepared in accordance to relevant accounting standards
- Preparation of management letters to clients explaining areas for improvement
- Establishing and maintaining professional relationships with clients and other external work groups
- Detailed review of fieldwork performed to access the control environment prevailing the client's organization

- Have audited for: **Commercial Bank of Ceylon (Banking and Finance)**

Year-end audit, December 2011,2012 and December 2013

Interim Audit, June 2011

Citi Bank Employers Provident Fund (Banking and Finance)

Year-end audit,

Lanka Aluminum Industries PLC (Industrial and Manufacturing)

Year-end audit, March 2011

Pegasus Hotel of Ceylon PLC (Hotel and Leisure)

Year-end audit, March 2011

People's Merchant Finance PLC (Finance)

Year-end audit, March 2011

Central Industries PLC, National PVS (Industrial and Manufacturing)

Year-end audit, March 2013

Foundation of Goodness (Charity and NGO)

Year-end audit, March 2012

United Motors Lanka PLC

Year-end audit, March 2013

ASSISTANT ACCOUNTANT | MAREENA AUTO INDUSTRIES | JUNE 2009- APRIL 2010

- Actively took part in monthly and annual budgeting and worked closely with the accountant to achieve results
- Checking on invoices raised to ensure that Sequence and correct accounting have been carried out
- Managing ledgers, Passing of entries and submitting for approvals or entries
- Processing expenses, Processing of payments and management of Petty Cash
- Preparing VAT returns, monthly submission and Payroll management
- Preparation of monthly Bank reconciliations
- Worked closely with the external auditors to assist complete the year-end audit successfully

Education

BSC. APPLIED ACCOUNTACY | SEPT 2014 | OXFORD BROOKS UNIVERSITY

- Major: Applied Accounting
- Related coursework: Research and Analysis in Finance to be submitted to Oxford Brooks University

G.C.E ADVANCED LEVEL | 2010 | OASIS INTERNATIONAL SCHOOL

- Related coursework: Accountancy: E
Business Studies: E

G.C.E ORDINARY LEVEL | 2007 | ZAHIRA COLLEGE COLOMBO

Related coursework: English Language: A
Sinhala Language: C
Islam: C
Health and Physical Education: C
Tamil Language: C
Social Studies: S
Commerce: S
Mathematics: S
Art: S

Professional Qualification

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA-UK) |

*Completed the ACCA Fundamental Skill, and now pursuing it at ACCA Professional Level

Related coursework: F4 – Business Law (Completed)

F5 – Performance Management (Completed)

F6 – Taxation (Completed)

F7 – Financial Reporting (Completed)

F8 – Audit and Assurance (Completed)

F9- Financial Management (Completed)

P1- Governance, Risk and Ethics & P2 –Corporate Reporting (To be completed by 2014)

INTERNATIONAL CHARTERED ACCOUNTANTS OF SRI LANKA (ICASL)|

*To be qualified after successfully completion of ACCA on exemption basis.

CERTIFIED ACCOUNTING TECHNICIAN (CAT) | JUNE 2103 |

FOUNDATION IN ACCOUNTACY (FIA) | 2011 |

- Related coursework: T5 – Managing People and Systems
T6 – Drafting Financial Statements
T7 – Planning, Control and Performance Management

DIPLOMA IN COMPUTERIZED ACCOUNTING | BRITISH INFORMATICS OF COMPUTER TECHNOLOGY

- Related coursework: Acc Pack
Tally
Quick Book

DIPLOMA IN MICROSOFT OFFICE | GATEWAY SCHOOL OF COMPUTING (PVT) LTD |

- Related coursework: Trained and experienced in computer hardware and software installation, assemble, and processing

Skills & Abilities

LANGUAGE SKILLS

- Fluent in speaking, writing and reading English and Sinhala
- Moderate level skills in speaking, writing and reading Tamil

LEADERSHIP

- Excellent leadership and team management skills
- Ability to respond quickly when problem arises, finding a resolution quickly
- Able to lead a team and strive towards daily goals, and to ensure daily tasks are completed in a timely manner
- Patient under pressure

COMMUNICATION

- Excellent communication and presentation skills
- Professional attitude to establish rapport with both internal and external stakeholders

References

Alka Pillai

International Baccalaureate, IB Answers Associate

Relationship: Colleague from Singapore office who works hand-in-hand with WNS

Contact details: alka.pillai@ibo.org

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Sanjaya Perera

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