

ARUNAPALAN NAGESWARAN**Mobile:** 0094- 712735568 / 0094- 770528064**E-mail:** a_eswaran76@yahoo.com**Present add:** No 86/2, Wattarapola Road,
Mount Lavinia
Sri Lanka**SUMMARY**

- Date of Birth: 20th February 1976.
- Gender: Male.
- Marital Status: Married.
- Nationality: Sri Lankan.
- NIC No: 760514292V
- Language Known: English (fluent)
Sinhala (fluent)
Tamil (fluent)

WORK EXPERIENCES

- 1) Company Name:** Saudi Archirodon Ltd. Jeddah, Saudi Arabia.
Nature of Business: Largest Construction works.

Feb 2013 – Jun 2015 Post of An Assistant Accountant.

- Prepare the financial statements weekly and monthly wise.
- Check the inventory weekly and monthly wise.
- Control cash and bank balance.
- Cross check with cashier daily cash expenses.
- Prepare the Statement monthly wise of Debtors & Creditors.
- Computerized Accounting.
- Daily Financial status inform to Management.

**Aug 2004 – Nov 2008 Post of Technical clerk – Cost Accounts.
(Plant & Equipment-Dept)**

- *Preparing of Equipment's repair cost report monthly basis.*
- *Equipment's operating cost allocated to cost center basis.*
- *Preparing of Equipment's operating Hours report monthly basis.*
- *Preparing of Equipment's repairing & maintenance documents.*
- *Preparing purchase order of spare parts for Heavy equipment.*
- *Receiving voucher & credit note preparing works for spare parts.*
- *Preparing of Spare parts cost analyzing statement monthly basis.*
- *Preparing computerized Assets depreciation statement.*

2) Company Name: Ukaaye (pvt) Ltd. Colombo-11/Sri Lanka
Nature of Business: Imports and Marketing of Consumer Electronics and kitchen Appliances.

July 2010 – Jan 2013 Post of Manager - Accounts

- *Managing to show room operations,*
- *Monitoring the Accounts works.*
- *Accounts receivable and Payables record maintenance.*
- *Preparing the financial reports.*
- *Monitoring of Banking Activities.*
- *Sales & Distributes of Goods.*
- *Coordinating with Suppliers and Supervising of Imports Activities.*
- *Costing of products.*

3) Company Name: Baani Hotels Tours and Travels (pvt) Ltd. Male/Maldives
Nature of Business: 4 Star Hotel (The Wave Hotel)

Jun 2009 – Jun 2010 Post of Chief Accountant.

- *Preparing Financial statement & reports on monthly basis.*
- *Monitoring with banking transactions*
- *Monitoring & controlling of company's receivable & payable balances.*
- *Preparing up to final accounts by computerized accounting. (Trial balance, Manufacturing profit & loss account, balance sheet, cash flow statement, bank books)*
- *Preparing of tax statements.*
- *Preparing & maintenance of Tax records.*

4) Company Name: Rianda Paint & Chemicals Industries.
Colombo/Sri Lanka
Nature of Business: Manufacturing & Distribution of Primer & Auto Paints.

May 2002 - July 2004 Post of an Accounts Executive

- *Preparing Financial statement & reports on monthly basis.*
- *Monitoring with banking transactions*
- *Monitoring & controlling of company's receivable & payable balances.*
- *Preparing up to final accounts by computerized accounting. (Trial balance, Manufacturing profit & loss account, balance sheet, cash flow statement, bank books)*
- *Preparing of tax statements.*

5) Company Name: Mercantile Hardware Stores.
Colombo, Sri Lanka
Nature of Business: Imports & Marketing of Hardware materials and tools.

Sep 1999 – May 2002 Post of an Accounts Assistant

- *Preparing of financial statements & reports on monthly basis.*
- *Managing payroll for the company's employees.*
- *Maintenance & control of Debtor's ledgers balances*
- *Supervising of Store's activities.*
- *Maintenance of computerized accounts books. (Cash book, Ledgers, Bank books, Inventory, etc)*

PROFESSIONAL QUALIFICATIONS

- 2015 Certificate of Trade Test (Assistant Accountant)**
Skill Testing Centre (Pvt) Ltd, Sri Lanka
- 2009 Diploma in Computerized Accounting.**
British Informatics of Computer Technology, Sri Lanka
- Accpac / Quick Book
 - Myob / Tally
- 2003 Association of Accounting Technician (Part I)**
aat Center, Sri Lanka.
- Mathematics & Statistics.
 - Financial Accounting.
 - Commerce & Finance.

2002 Advanced Diploma in Computer studies.

British Informatics of Computer Technology, Sri Lanka.

- Windows operating system
- Ms Office (Ms Word, Ms Excel, Ms Access, Ms Power point)
- Network operating system.

2000 International Association of Book Keepers. (Final) IAB- UK, Sri Lanka.

- Financial Accounting.
(Part I, II, III)
- Financial Ratios.
- Management Accounting.

IT SKILLS

- Windows & MS Office -Advanced
- Accounts Package
Accpac, Myob, Quick Book, Tally -Intermediate
- Operating Systems & Networking with e-mail

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

A. Nageswaran

Date