

HA.ASNATH

No.A/14,Karumalai yoothu , Vellaimanal,
Chinabay,
Trincomalee.
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Career Objective

Hardworking, reliable and able to learn fast, with strong communication and organizational skills I am looking for suitable field to apply my knowledge and experience and benefit the company by providing effective and quality work performance

Skills

Accounting Field

- Bill preparation for clients
- Stock verification
- Preparing Profit and loss Account , Balance sheet
- Manage Accounting Packages / Systems
- Create Financial/Audit Reports
- Manage Accounts / Ledger / Cashbook

Information and Communication Technology (ICT) Field

- ICT support
- Computer Repairing and maintenance Desktop and Laptop
- Managing Microsoft Office packages(Version 2003, 7 also 2010)
- Install and handle Windows XP, Seven 7, 8
- Network configurations

Personal Information

1. Full Name : HAITHER ALI ASNATH
1. Date of Birth : 1990.11.22
2. Age : 25
3. NIC Number : 903271914V
4. Gender : Male
5. Civil Status : single
6. Nationality : Srilankan
7. District : Trincomalee
8. Division : Chinabay(Vellaimanal)
9. Strengths : Sincere, Hardworking, Quick- learner, Positive thinking.

Educational Qualifications

❖ **G.C.E Ordinary Level**

Year: 2006 & 2008 Index No: 64829316

No	Subjects	Result
01.	Agriculture	C
02.	Religion (Islam)	C
03.	Mathematics	C
04.	Commerce	C
05.	Tamil	S
06.	Health science	C
07.	Social Studies	S
08.	Science	S
09	Development Studies	S

❖ **G.C.E Advance Level**

Year: 2010

Index No: 6535348

No	Subjects	Result
01.	Accounting	S
02.	Business Studies	-

❖ ***Association of Accounting Technicians of Srilanka***

Successfully completed AAT Stage I
(Stage II - following)

Foundation Level - Stage I

Subject No	Subject Name	Grade	Result
50	Basic Accounting	D	Pass
51	Business mathematics and statics	C	Pass
52	Economics	D	Pass
53	Business studies	C	Pass

Professional Qualifications

- ❖ **Diploma in Phone Repairing (KIIT)**
- ❖ **Diploma in Microsoft Office Management – BCM CAMPUS**
- ❖ **Diploma in Computer Hardware Technician Desktops & laptops (CIT)**
- ❖ **I have successfully Completed (AUTO CAD 2D & 3D)**
 - **AUTO CAD Version (2007 & 2009)**
 - **Building Studies**
 - **Road Designing**
- ❖ **I have successfully Completed *Accounting Package***
 - ***Quick Book Premier Edition (2006 & 2010)***
 - **Accpac**
 - **Tally**
 - **Peach Tree**
 - **Myob**
 - **Sage50**
- ❖ ***Presently following General English In British Council***
- ❖ ***Presently following ACCA Degree Programme – 3 years***

Social Activities

- ❖ ***I am a member of Civil Police Committee (China bay Police Station)***
- ❖ **Member of Vellaimanal youth club**

Other Qualifications

- ❖ ***I have successfully participated 04 days seminar in Youth Community Peace Forum conducted by CHA in February 2006.***
- ❖ ***Sri Lanka Driving License (C1,D,E) (5 years)***

Experience

- ❖ I have worked as an Audit Trainee at **AT-FUTURE Professional Services** in kinniya worked Duration 2011 to 2012 (one year)

Key Responsibilities

- Preparation of Business Turn over, Tax calculation based on sales ledger and filling return Quarter basis
- Preparation of VAT input and output tax schedules and filling return.
- Compute of Individual Income tax and filling return based on annual profit of Trading
- Updating day to day sales, purchase, sales return and purchase return on daily basis
- Communicate with the bank Proprietors and Inland Revenue Department in liaison with Accounts Preparation.
- Maintaining all files in proper order to have Annual Clearance
- Maintaining Stock Records on regular basis
- Preparation of profit and Loss accounts, Balance sheet and other notes for small business.
- Reconciling Stock Ledger on the day of physical stock verification & conduct physical Stock verification in annually

- ❖ I have worked as an **Account Assistant** in **Lanka Fuel Mart** - Irakkakandy, Nilaveli for 06 months during the working period of September 2012 to February 2013.

Key Responsibilities

- Updating day to day business.
- Maintaining Ledger Day book and Petty Cash account.
- Assist to prepare Quarterly accounts including Profit & Loss accounts and Balance sheet.
- Maintaining book keeping
- Setup accounts such as daily sales, purchasing & other accounts.
- Maintaining stock level

- ❖ Presently I am working **NEAT SOULUTION (PVT) LTD** an **Admin Account Officer** for 02 years during the working period of November 2013 to 06th March 2015 Land reclamation for Prima Mill at Trincomalee (Cut & Fill project)

Communication Skills

International Language	Reading	Writing	Listening	Speaking
English	Good	Good	Good	Good
Local Languages				
Sinhala	Normal	Normal	Good	Good
Tamil	Excellent	Excellent	Excellent	Excellent

Non Related Referees

01. DVCB Paulis

Mobile: +94 – 777 443 909

Managing Director

NEAT SOLUTIONS (PVT)LTD

Colombo

02. A N Pinidiya

Mobile: +94 – 773 170 877

General Manager

NEAT SOLUTIONS (PVT)LTD

Colombo

I hereby certify that all the information given above are true and correct to the best of my knowledge.

Yours Faithfully

Date

(H.A.ASNATH)

___/___/2015