**RESUME**

**ABDUL ALEEM MOHAMED ANFAS**

**Contact: +94 75 2871631**

**E-mail : aamanfas@gmail.com**

***PROFILE***

To strive to the best of my ability, excelling in any field I work giving credence to attributes such as integrity, sincerity, hard work and team spirit. To be associated with a reputed organization, with career growth providing opportunities for advancement while allowing me to utilize my experience.

***Personal & Professional Profile***

* Comfortable interacting with people of diverse cultures, strata and caliber,
* Proven competency, sincerity and hard working qualities,
* Consistency in quality work with professionalism, dedication and proactive nature,
* Welcome the challenge of solving problems,
* Ability to work in any adverse conditions and climate,
* Quick grasping and learning ability,
* **Core Competencies include**
* Accounting and auditing skills.
* Financial Control systems.
* Price management.
* Stock audit using retail pro.
* Physical inventory verification using PDT.

***EDUCATION & QUALIFICATIONS***

* Passed the G.C.E Ordinary Level Examination in December 2008 and obtained some good results

English A

History A

H. Science A

Islam A

T. Literature A

Tamil B

Commerce B

Mathematics C

Science C

* Sat the GCE Advanced Level Examination in August 2012 and obtained some good results

Accounting B

Business Studies B

Economics C

General English C

Subjects studied are Economics, Accounting, Business Studies, General English and General Knowledge

***PERSONAL ACHIEVEMENTS***

* Held the position of Prefect in the School - 2011 to 2012
* Member of the English Development Forum
* Held the leading position of school football team

***PROFESSIONAL QUALIFICATIONS***

* Successfully completed Chartered Management Accountants (CIMA) Certificate Operational and Managerial Levels
* Currently reading Chartered Institute of Management Accountants (CIMA) course at Strategic Level
* Passed the Final Examination of the Association of Accounting Technicians (AAT) Sri Lanka in July 2011 in English Medium
* Passed the Intermediate Examination of the Association of Accounting Technicians (AAT) Sri Lanka in January 2011 in English Medium
* Passed the Foundation Examination of the Association of Accounting Technicians (AAT) Sri Lanka in July 2010 in English Medium
* Hands on Advance Diploma in Business Management
* Hands on Advance Diploma in English

***HANDS ON***

* Familiar with using MS Office 2010
* Experience in using Ms Excels.
* Hands-on experience in windows based computer applications.
* Completed Computerized Accounting ( Tally, Quick Book, Acc pack and MYOB)
* Hands on two months experience in working with Quick Book
* Hands on 1year experience as Accounts Assistant in a Mercantile Firm

***PERSONAL SUMMARY***

* Nationality : Sri Lankan
* Language skill : Tamil, English, Sinhala (Manageable)
* Date of birth : 1992.07.10
* Age : 20 years
* Gender : Male
* Marital status : Single
* Permanent Add :YMMA Building, Dametegoda Road. Colombo-10
* National ID No :921923295V

***NON RELATED REFEREE***

**M.R.M. Nafees (BBA, DS Cey) Mr.Farshath Jamaldeen(BBA.hons),**

**Managing Director CA(Finalist),LLB(uk)reading,**

**Dharul Hasanath Academy AAT(passed finalist**

**Horogolla, Warakapola Lecturer@Knowledge Base Busines**

**Sri Lanka Studies**

**Phone: 0777330723 Phone:0777925992**

**farshathactive@gmail.com**

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge and belief. If you kindly consider my application and give me a chance to serve under your kind control, I assure you sir, I shall discharge my duties honestly and with the entire satisfaction of my superiors.

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