**HUSAIN FAZLAN**

**Accounts Professional**

**E-mail**: fazlanf@yahoo.com

**Mobile** +94755449 661

**Profile**

Degree holder / Member of Association of Accounting Technicians **(MAAT)** / Partly qualified in Chartered Accountants of Sri Lanka**(CASL)** and with 5 years of consistent work experience in diversified industries in Sri Lanka. Acquired competencies in accounts reconciliation, analysis, budgeting, forecasting, receivables, bank reconciliation, petty cash, fixed assets register and managing accounts operations in computerized environment. Also gained an experience in payroll analysis, Adept with the use of Accounting Software (Quick Book & MYOB) including MS Office Applications

**Career Objectives & Goals**

Gaining experience & be exposed to the **dynamic environment of a reputed** organization to expand my abilities & face new challenges with the view of learning & developing my self

**Vision**

Reach up to a possible highest potential level through corporate ladder.

**Key Skills and Competencies**

* Experience of working to tight deadlines with limited resources.
* Experience of Accounting Packages and MS Office- (Excel ,Word & Access)
* Experience in managing large quantities of data
* Consistently assisted the previous employers in safeguarding their finances or funds through effective preparation of accurate financial reports and accounting statements.

**Career Snapshot**

**Designation Company Period**

Accountant Reza Seylani Tea (Pvt) Ltd Jan 2015-Up to now

Associate Manager LM Assocites Feb2013 –Jan 2015

Group Accountant Jawaamil Group Jan 2011 –Jan 2013

**LM ASSOCIATES (**96-2/17, Consistory Building,Front Street,Col –11,Sri Lanka)

AsAssociate Manager**, Reporting to the Managing Director of LM Associates, Feb 2013 to Jan 2015.**

**Job Role**

* Preparing work plan and staff allocation plan for year and month.
* Assist engagement partner in development of the expected scope and conduct of the audit.
* Determining materiality for planning purposes, significant misstatement threshold(s) and audit different posting threshold(s) and subsequent revisions, if applicable.
* Review and approve the planned activities prior to the start of significant field work.
* Schedule other professional staff and maintain liaison with the entity on the timing of the engagement.
* Monitor the progress of the engagement against time table and budget and keep the engagement partner informed of significant variances.
* Resolve issues with the engagement the engagement team member as they arise and discuss them with the engagement partner, as appropriate.
* Providing training to trainees in an effective manner and get work done through them.
* Supervise and direct the other professional staff on the engagement.
* Prepare and/or supervise the preparation of reports to management.
* Review engagement working paper.

**Jawaamil Group of Companies**

**Group Accountant, Reporting to the Managing Director of Jawaamil Associates, Jan 2011 to Jan 2013.**

**Job Role**

* Supervise and monitor day to day Accounting operation
* Ensuring timely deposit of cash in the bank
* Maintenance of General Ledger
* Review / Preparation of daily Journal Vouchers for all expenses with all supporting documents
* Checking / Reviewing of Journal Vouchers for correctness and proper approval
* Checking the correctness of all the daily transaction entered in the system
* Reviewing / Preparing Bank Reconciliation
* Preparation of budgeted income statement based on data provided by the different department Heads
* To support higher management for any information needed for effective decision making
* Keeping up to date record of all accounting transaction

**Academic Qualification**

* Successfully Completed Bachelor of Business Administration (BBA) Specialized in **Accounting &** **finance** Degree at the Faculty of Management & Finance in University of Colombo.
* General Certificate of Examination of Advance Level in the commerce stream Accounting, Business Studies & Economics.

**Professional Qualification**

* Member of Association of Accounting Technicians of Sri Lanka **(MAAT)** Membership No:LM5410
* Successfully Completed Final Level-1 in Chartered Accountants of Sri Lanka

**IT Skills**

* Customized Accounting Software, Quick books , MYOB, MS Office

**Personal Information**

Nationality : Sri Lankan

Address : 334/25A,Jumma Masjid Road,Colombo 10.

Date of Birth : 20.04.1988

Gender : Male

Marital Status : Married

Driving License No : B759850 (Sri Lanka)

Passport No : N2409801

NIC No : 881110865V

**References**

* **A.M.Jawaamil FCA, FCMA, B.Com (*Hons*)**, Managing Director, Jawaamil Group, 96, 2/7, Front Street, Colombo, Sri Lanka. Phone +94777259884

Email: ja@amjawaamil.com

* **Dr. A. A. Azeez *[PhD (YNU, Japan), MBA (Col), BCom (P’deniya)]***, Senior Lecturer of University of Colombo. Phone +9477 828 2326,

Email: aazeez82@yahoo.com

**Conclusion**

I, the under signed, certify that to the best of my knowledge and belief this resume correctly describes myself and my qualifications.

**M.F.H Fazlan 05/11/2015**