

Mohamed Azar Munzir

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**Personal Information** Name Mohamed Azar Munzir

Address No. 61/B, Robert Estate,Kottaramulla.

Nationality Sri Lanka

Status Single

Date of Birth 04th November 1990

Passport No N2718964

**Career Objective** As an accomplished, result driven dynamic professional offering more than three years of experience in the Accounting field

I possess the ability to achieve maximum productivity and control cost through the most effective uses of available resources and to achieve the highest standard in all endeavors undertaken through teamwork and commitment.

A dedicated individual who can make maximum contribution to the company through value addition

**Experience** **Accountant**

**(Qatar)** Ex-Fast Online Computer Technology WLL Jan 2014 to Dec 2014

* Handling all the accounting works in “QuickBooks” International Accounting Software
* Costing and Pricing
* Make all the Payable Accordingly
* Bank Deposit & Reconciliation follow up.
* Preparing Payroll
* Purchasing and Sales Invoicing
* Report Presentation

**(Sri Lanka)** **Junior Consultant / Accountant**

RKLS Associates Chartered Accountants Nov 2011 to Nov 2013

* + - * Accounting and Financial Reporting Below the Type of Business
        + Manufacturing
        + Transport
        + Trading & Services
        + Agriculture
        + Banking & Financial
      * Performing and supervising all Assignments undertaken by the firm
      * Auditing, Accounting, Taxation, Management Information Systems of Manual & Computerized, Costing and other office routines.

**Accountant**

Institute of British Examination 2012 April to October 2012

Permanently appointed from RKLS Associates (Chartered Accountant) as an Accountant

* Handling all the accounting works in “QuickBooks” International Accounting Software
* Prepare and enter daily Institute Transaction
* Make all the Payable Accordingly
* Bank Deposit & Reconciliation follow up.
* Preparing Payroll Institute Lectures and Staff
* Monthly Report Presentation
* Internal Auditing of the Institute

**Academic** **Association of Accounting Technicians of Sri Lanka**

**Qualifications** Foundation Level

* Business Accounting
* Economic
* Business Studies
* Business Communication

Intermediate Level

* Business Mathematics and Statistics
* Accounting and Control System
* Information Management and Application in Business
* Business Law and Management

Final Level

* Taxation
* Management Accounting & Business Finance
* Advanced Financial Accounting
* Auditing
* Business Communication II

**Institute of Business Studies**

Diploma in University Foundation Degree

* + - * Diploma in Accounting &Book keeping.
      * Diploma in Business Management.
      * Diploma in English.
      * Diploma in Information Technology.

**British Informatics of Computer Technology**

Computerized Accounting

* Quick Book
* Acc Pac
* M Y O B
* Tally

**Educational** **Sarasavi English School**

**Qualification** Successfully completed one year English Course

* -Certificate in English

**General Certificate of Education - Advanced Level** 2010 August

Commerce Stream

* Accounting
* Business Studies
* Economics

**General Certificate of Education - Ordinary Level**  2007 November

**Professional Skills**

* Familiar & Fluent in Microsoft Office Package.
* Familiar in comfortable with working in internet and E-mail.
* Ability in using Printer and Scanner.
* Skill full in maintaining and controlling the petty cash.
* Familiar with company based individual software systems.
* Skilled with presentation application

**REFREES**

* S. Ismail Marikkar

Managing Director / CEO

Ex-Fast Online Computer Technology WLL

Contact No:00974 33380056

* Kumara Bandara

Managing Director

RKLS Associates (Chartered Accountant)

Contact No: 0094 7777 53589

**I hereby declare that the given information is true and correct to the best of my knowledge.**

Thank You.

Mohamed Munzir