## Seeking a Suitable Post in Finance/Accounting/Internal Audit

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| Inbox | x |

**MOHAMED MURSHEED SHERIFF**

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#### PROFESSIONAL EXPERIENCE

***Present Employment – (Sept. 2012 to Date)***

***Canwill Holdings(Pvt)Ltd – Asst.Manager – Internal Audit***

Canwill Holdings is a Hotel Holding Co operating a chain of hotels in Sri Lanka.Given below is a brief description

Of my responsibilities in this capacity;

Reviewing the Accounting Systems and Internal Control Systems in operation.

Reviewing Financial & Operational information for Management including detail testing of transactions & balances

Reviewing the economy & effectiveness of operations and the functioning non-financial controls.

Conducting Analytical Review procedures

Review of the implementation of Corporate Policies,Plans and Procedures.

Pre/Post Audit of of all Payments of a Revenue or Capital in nature.

Periodic Reporting to the Management of identified system & operational weaknesses with suggestions for improvement

***IJS Global Lanka(Pvt)Ltd.****–****Financial Advisor(May 2010 June 2012)***

IJS Global Lanka is a Group of Companies involved in Freight Forwarding and Logistics Operations.Given below is a summary ofmy responsibilities in this capacity;

* Project Feasibility Reporting
* Financial Planning
* Company Restructuring
* Revenue and Capital Budgeting
* Asset Management

***Maldivian Industrial Fisheries Co., (MIFCO), Male. - Site Accountant (July 2008 – July 2009)***

MIFCO is a Maldivian Govt. owned Fish Processing & Exporting Company having Four OperationalSites involved in Fish processing.The following is a summary of the activities performed under this capacity at Kooddoo Fisheries Complex;

* Bearing the responsibility for all the Financial and Accounting activities of the site.
* Preparation of Revenue Budgets and Capital Budgets, Annual and Master Budgets.
* Cost Accounting for all site products.
* Direct supervision of General Accounting, Internal Auditing & Cashiering.
* Management Information System Reporting.
* Establishment,Maintenance and Coordinate the Implementation of Accounting and

Accounting Control Procedures on SolomanAccounting System.

* Analysis and Review of Budgets and Expenditures for all Cost Centers.

***Travels Joy(Pvt)Ltd.- Accountant (June 2002 to October 2007)***

Passenger Sales Agents and Travel Agents.

* Responsible for Personnel Function and Staff.
* Office Administration.
* MIS Reporting.
* Financial Management System.
* Inventory Reporting.
* Accounts Payable and Account Receivable.
* Refunds

***Khailifa Algosaibi Cold Stores, Jeddah, KSA*** – ***Accountant (1999 – 2001)***

Large Importer, Processor and Distributor for Food items having Branches throughout theKingdom. Following is a summary of the activities performed under this capacity.

* Credit Control & Order Processing.
* MIS Reports for Accounts Dept. /Sales Dept. Weekly/Monthly.
* Co-ordination with Sales Dept. for Order Processing.
* Supervision of General Accounting Functions.
* General Cashiering.
* Monthly and Annual Stock verification.
* Inventory Control.
* Attending to all correspondence.

***Dynamic Clothing (Pvt). Ltd – Accountant (1995 -1999)***

The company was a Garment Manufacturer under the BOI. Following is a summary of the activities performed under this capacity.

* Finalization of Monthly Management Accounts.
* Finalization of Revenue Budgets.
* Preparation of Cash Flow Statements.
* Supervision of Data Entry to the Computer.
* Supervision of Payroll and Personnel Function.
* Finalization of Year end Accounts.
* General Office Administration.

***James Finlay & Co. (Colombo) Ltd.– Asst. Accountant (1994 -1995)***

The company is a Tea exporting company which also posses subsidiary companies handling Insurance agencies, Travel services. Following is a summary of the activities performed under this capacity.

* Preparation & the Finalization of Annual Revenue Budgets.
* Finalization of Financial Year End Accounts.
* Preparation of Cash Flow Statements.
* Supervision of Monthly Management Accounts of 3 Subsidiary Companies:
* Namely Finlay Travels Ltd,Finlay Insurance Ltd and Finlay Agencies Ltd
* Supervision of General Accounting Functions.
* Liaising with the External Auditors..

***Khalifa Algosaibi Cold Stores, Dammam, KSA* –*Accountant (1992 – 1994)***

Following is a summary of the activities performed under this capacity.

* Preparation of Monthly Management Accounts with Schedules
* Accounts Payables.
* Authorization of Petty Cash Reimbursements.
* Preparation of Branch Monthly and Final Accounts.
* Costing and the preparation of Project Accounts.
* Liaising with External Auditors.
* Annual Stock Taking.

***Abans Jungpoong (Pvt) Ltd. –Asst. Accountant (During 1991)***

The company engages in the assembly of resistors for export under the B.O.I. Following is a summary of the activities performed under this capacity.

* Preparation of Monthly Accounts.
* Preparation of Cash Flow Statements.
* Maintaining Books of Accounts and Stock Records.
* Finalization of Year End Accounts.
* Liaising with External Auditors.
* Supervision of Payroll.

***M/s KPMGFord Rhodes Thornton & Co., Chartered Accountants (1983 -1988)***

Handled the audits of various large organizations including groups of companies in the following sectors as Senior-in-Charge.

* Hotels.
* Banks.
* Manufacturing concerns.
* Import and Export companies.
* Travel agencies, Insurance, Air line servicing, etc.

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**OBJECTIVE**

To work honestly and to my true potential in the task that I have been entrusted with and supporting the growth of the

Company in whatever means possible.To consciously look for knowledge and learnall that is relevant and helpful toenhance my competence and place my future in a better position.

**Qualities & Values**

Hardworking with a high commitment towards work. Positive Attitude, Outgoing,Energetic with technical knowledge.Ability to work under pressure.

**EDUCATION**

#### *Professional Qualifications*

* Institute of Chartered Accountants of Sri Lanka (ICASL) - Licentiate Certificate – March 1985.
* Chartered Institute of Management Accountants (CIMA) - Foundation Stage Section (A) – Nov.1984.
* The Phoenix College of Clothing Technology -Successfully completed a course in Merchandising –1999.

***Academic Qualifications***

* GCE (A/L)-Local - Dec.1980
* GCE (O/L)-Local - Aug.1982

**COMPUTER SYSTEM LITERACY**

* Institute of Computer Studies - Certificate in Computer Programming – 1984.
* Good working knowledge with PC’s on a NetworkEnvironment on Windows & Excel, MS Word.
* Experience with Accounting Packages Eg.QuickBooks and ACCPAC. I also have working experience on

ERP Environments including Microsoft Dynamics Solomon Systems and Baan ERP Systems.

**EXTRA CURRICULAR ACTIVITIES**

*Sports*

* Represented St.Benedict’s College in cricket.
* I have also taken part in Inter-company and Inter-group cricket tournaments

**ADDITIONAL INFORMATION**

* Full Name - Mohamed Mursheed Sheriff.
* Date of birth - 17th August 1963.
* Schools Att.- St. Benedict’s College, Kotahena, Colombo -13.

Ananda College, Maradana, Colombo -10.

* Sex - Male.
* Civil status - Married.
* Nationality - Sri Lankan.

**NON-RELATED REFEREES**

*Mr..Reyaz Mihular*

Managing Partner,

KPMG,

P.O.Box 186,Colombo.

Tel. No - 0115426426. E-Mail [riyazmihular@kpmg.com](mailto:riyazmihular@kpmg.com)

Mobile # 0777313360

* Mr.Rohith De Costa

Chief Internal Auditor

M/s Aitken Spence Co Ltd.,

No 305,Vauxhall St, Colombo 2.

Tel. No. – 2308308 E-Mail rohith@aitkenspence.lk

Mobile No. 0772500362

I certify that the above particulars are true and correct to the best of my knowledge.

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M. M. SHERIFF