



# MOHAMED NAFLAN

ASSISTANT ACCOUNTANT

## CONTACT

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Sainthamaruthu 15, Sri Lanka
- <https://naflanmcm.netlify.app>

## SKILLS

- Financial Reporting
- Ledger Management
- Invoicing and Billing
- Accounting Software [e.g. QuickBooks, Tally]
- Data Entry Accuracy
- Verbal and Written Communication
- Documentation and Record Keeping

## LANGUAGES

- Tamil
- English
- Sinhala

## REFERENCE

### MSM.FUSREE

WNA Professional Campus  
Founder

Phone : +94 0771545868

Address : WNA Professional  
Campus, Akkaraipattu



## PROFILE

AAT-qualified accountant with strong skills in computer-based accounting, including QuickBooks and Tally. Experienced in financial reporting, ledger management, invoicing, and accurate data entry. Proficient in documentation, record keeping, and communication, with a focus on supporting smooth and efficient accounting operations.



## ACADEMIC QUALIFICATIONS

**Bachelor of Business Administration (BBA) - Accounting** 2025.

Currently Studying at Lincoln University

**G.C.E. Advanced Level - Commerce Stream** 2024

- Fully Completed
- Subjects: Economics, Accounting, Business Studies

**G.C.E. Ordinary Level** 2021

- Successfully completed



## PROFESSIONAL QUALIFICATIONS

**AAT Sri Lanka - Passed Finalist** 2023-2024

- Successfully completed all levels of the Association of Accounting Technicians of Sri Lanka.

**Computer-Based Accounting** 2025

- Trained in computer-based accounting systems
- Familiar with accounting software such as [Tally, QuickBooks and Zoho Books]



## WORK EXPERIENCE

**Store Keeper -(Role)** 2025 - PRESENT

RIO MARKETING PVT LTD

- Managed inventory and stock control, ensuring accurate record keeping and timely replenishment of goods.
- Handled goods receiving, dispatching, and proper storage procedures with attention to safety and efficiency.
- Maintained up-to-date logs using computerized inventory systems.

I Certify That The Information Given Above Is True And Correct To The Best Of My Knowledge