

Sobana Kenneth

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PROFILE

A strong communicator with excellent interpersonal skills and **capable of analyzing** current and potential business processes to identify clear opportunities for improvement with the background of **management accounting and finance knowledge**. Contributing extensively to teamwork and always displays a willing and helpful manner when **resolving, analyzing and investigating various accounting discrepancies**. I am an **associate member of CPA** and **Business Analyst**. I have extensive experience of having a wide level of general responsibility for monitoring and reconciling a company's accounts.

HIGHLIGHT

- Budget forecasting expertise
- Account reconciliation expert
- Financial statement analysis
- Team leadership
- Reporting proficiency
- Individual and Business Tax
- BAS expertise
- Analytical
- Organized
- Detail-oriented
- Excel expert

WORK EXPERIENCE

Nov 17- present : Accountant , SMSGlobal Pty Ltd

- In-charge for the financial accounts of one of the branches (UAE)
- Streamlined the UAE accounting books and financial Statement
- Analyzing and giving feedback on financial performance of the branch.
- Involved in preparing and submitting tax related documents (GST & VAT)
- Liaise with auditors

March 16- Present: Finance Officer, Yde Solutions Pty Ltd, Australia

- Built a finely tuned accounting department, fostering a collaborative environment that improved productivity, individual accountability and team morale.
- Reporting to the management on analysis of the operational business and ensuring the continuing improvement and value of the business.
- Improved the inventory turnover ratio and cash flow by analyzing the inventory control system and operation on excel.
- Introduced business process improvements that enhanced A/P functions, established common vendor files, eliminated duplication and reduced monthly processing time by 30%.
- Reduced the additional cost by completing **BAS** and **Business and personal Income Tax**
- Created a *change in working environment by organizing staff meetings*, meet-ups and networking events. This allowed staff to coordinate well and perform their task in efficiently.
- Changed the *office management system* by creating *HR, admin and finance procedure* in place.
- Involved in *recruitment process*
- Supports the director in *creating business plans*.

July17-October 17: Business Analyst Internship

- Developed a visual Analytic marketing tool using excel and google maps to improve the sales and CRM of the organization.

July17- September 17: Tax Accountant, H&R Block, Australia

- Preparing individual tax returns

June 11- January 16: Senior Finance Officer, ZOA Sri Lanka (Non Profit Organization)

- ***Initiated the financial documents archive system*** for the organization, which increased the effectiveness of internal and external audit process.
- In 2013, I ***represented ZOA Sri Lanka*** as a Senior Finance Officer to attend the annual financial meeting in Netherlands. The meeting had representatives from 14 different countries.
- ***Handled large international donor-funded projects*** (4million Euros) and involved in management decision-making process, creating policies and procedures, capacity building training for internal & partner organization staff on finance.
- ***Reduced Monthly and quarterly*** closing time by 25% by introducing new consolidated process
- ***Monitored the computerized accounting package*** and prepared statement of accounts, Co-ordinate with auditors for statutory audit.
- Prepared ***briefing papers on beneficiary business plans*** for management to evaluate capital expenditure, long-term contracts, investments, and other projects using investment appraisal techniques

Feb 10 -Jan 11: Finance Officer, World Concern Development Organization-Sri Lanka (Non Profit Organization)

- ***Implement and coordinate the Rs. 500,000/ worth of project***: building of 35 toilets for the under privileged plantation community.
- Gained experience in procurement management and audit procedures.

June 09- Jan 10: Project Accountant, Sharvodaya -Sri Lanka (Non Profit Organization)

- Involved in project financial management, coordination with donors, monitoring and advising on donor compliance to project finance officers in North and East

Dec 07- June 09- : Assistant Finance Officer, National Christian Council of Sri Lanka

- ***Initiated 5S programme*** in the organization to increase the efficiency and effectiveness of staff performance.
- Involved in book keeping and check writing task. Assisted in checking partner's accounts.

Jan 07- Nov 07 : Finance cum Human Resource Executive, Business Support service - Sri Lanka

- In charge for finance and admin department, involved in book keeping procedures of IT parts dealers. Assisted in created HR procedures and process of the organization. Involved in salary administration

April 04- Jan 05: Audit Assistant, SJMS Associate

- Involved in Audits of various companies including service sectors and book keeping task.

ACADEMIC QUALIFICATIONS

2016-2017 : Masters in Business Analytics, La Trobe University Melbourne Australia

2012-2013 : Post Graduate Diploma in Business Management, University of Colombo

2005-2008 : Higher National Diploma in Accountancy, Advance Technical Institute, Sri Lanka

MEMBERSHIPS IN PROFESSIONAL BODY

Oct 2014 : Associate Member of CPA

Dec 2013 : Associate Member of ICMA Sri Lanka

REFEREES

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