

CURRICULAM VITAE

►RABAIDEEN MOHAMED IMRAN

52, HEMMATHAGAMA, SRI LANKA

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Career Objective	<p>My career objective is to create innovative values to the organization in every possible perspective by means of reaching my fullest potential as a dynamic professional and a team player.</p> <p>I am seeking for a post which will provide me tremendous career growth opportunities to develop myself along with the organizational growth. I aim to advance my career as a renowned lecturer in the capital of Sri Lanka where I could utilize my special skills and innovative methods in order to provide students with a positive learning experience.</p>
Professional Experience:	<p>01) Employer : <i>International Hospitals Construction Co.</i> From : July 2015 to until now Post : Project Secretary</p> <p>02) Employer : <i>MAKOLA MUSLIM ORPHANAGE</i> From : January 2009 to December 2010 Post : Assistant Accounatnt Cum Inventory COntroller Website : www.yathama.com</p> <p><u>Duties and responsibilities</u></p> <ul style="list-style-type: none">➤ Keeping administrative and accounting records in a proper manner in accordance with the local legislation and internal regulation and standards.➤ Evaluation of internal controls and suggesting improvements to ensure

that the systems functions effectively

- Computation of Income Tax Liability of Companies
- Preparing monthly cash book, salary computation cum statutory EPF, ETF & PAYE taxes, and monthly and annual budgets
- Computation of VAT,ESC, & NBT, based on the guidelines in force
- Maintaining the right stock at the right time.
- Preparation of periodical reports and submitting to the weekly Board meetings
- Preparation of Bank Reconciliation Statements
- Generating of miscellaneous (Custom based) reports as required in the Accounting Software
- Maintenance of Zakath funds and donations
- Monthly settlements of girl orphan funds
- Supporting to the Chief Accountant in preparing final Accounts.
- Coordinating to the Auditors in all sources of documents.
- Planning and forecasting.
- Making orders from the supplier to meet the demand of the market
- Identifying cost minimization.
- Making daily, weekly & monthly reports.

03) Employer : *Dharul Hasanath Academy (For Higher Studies)*

From : January 2011 to June 2015

Post : Accountant , Administrator cum Teacher

Duties and responsibilities

- Reviews monthly payroll salary sheet, vacation leave/cancellation/resignation settlement and the accuracy of the computation of such
- Monthly analysis of Staff Loans and Advances
- Reconciliation between HR Payroll and Accounts records
- Managing staff Salaries & Benefits-Pay Roll/Pay Sheet

- Managing the EPF & ETF.
- Maintenance of proper records for the rent incomes
- Preparation of Payment vouchers and receipts
- Custodian of All Inventory Records & Agreements
- Handling the incoming and outgoing mails & letters
- Drafting of all official letters
- Preparation of financial statements
- Preparation of periodical reports
- Suggesting & implementing new projects & ideas.
- Involving in advertising and recruitment
- Head of the panel of interview board for the enrollment of new students to the Academy twice a year
- Involving in the selection of students
- Working as the secretary to the Director
- Teaching Economics, Business Studies, Mathematics, English language, Business Communication, MIS etc for the AAT and GCE Advanced level students.
- Head of Examination Department at Academy Level

04) *Teaching Experience* -English Language, Business Communication and Economics for GCE Advanced Level Students (Part Time)

Place of work	Period of work	Subjects Taught	
Yathama International School. Malwana, Sri Lanka	Nov 2009 Apr 2010	English Language	Part Time
Irfaniyya College Kekunagolla, Sri Lanka	Nov 2009 to Aug 2010	English Language	Part Time
Madeena National School Siyambalagaskotuwa, Sri Lanka	Nov 2009 to Aug 2010	Economics-G.C.E (A/L)	Part Time
IBS-Negombo, Sri Lanka	Jan 2012 to Apr 2012	IELTS	Part Time
JMC-Nittambuwa, Sri Lanka	Jul 2012 to Dec 2012	Economics -AAT	Part Time

	KBBS Campus Dehiwala,Sri Lanka	Feb 2013 to Dec 2014	Business Communication-AAT	Part Time																		
	Gafooriyya Arabic College Maharagama,Sri Lanka	Dec 2014 to June 2014	English Language	Part Time																		
Professional performance	<ul style="list-style-type: none">❖ Sucessfully completted MBA at NIBM,Truvandrum,India.❖ Successfully completed Diploma In English at the University of Colombo as well as at Dharul Hasanath Academy,Warakapola,Sri Lanka.❖ Succefully Completed Association of Accounting Technicinas of Sri Lanka - English Medium-Upto Intermediate Level)❖ Reading BMS Degree - Open University of SL❖ Reading Corporate Level of Chartered Accounatncy of SL❖ Advanced Certificate in Bsiness Management-DHA																					
Academic & Educational qualification	<ul style="list-style-type: none">✓ Successfully completed G.C.E O/L Examination in 2004 - Yathama International School, Malwana-Srilanka.<ul style="list-style-type: none">• G.C.E. (Ordinary Level) in 2004 December<table><tr><td>Subject</td><td>Grade</td></tr><tr><td>English</td><td>A</td></tr><tr><td>Tamil</td><td>A</td></tr><tr><td>Islam</td><td>A</td></tr><tr><td>Arabic</td><td>A</td></tr><tr><td>Mathematics</td><td>B</td></tr><tr><td>Social studies & History</td><td>B</td></tr><tr><td>Business Studies & Accont.</td><td>B</td></tr><tr><td>Science & Technology</td><td>C</td></tr></table>✓ Successfully completed G.C.E A/L Examination in 2008 in English Medium - Dharul Hasanath Academy, Warakapola, Sri Lanka.				Subject	Grade	English	A	Tamil	A	Islam	A	Arabic	A	Mathematics	B	Social studies & History	B	Business Studies & Accont.	B	Science & Technology	C
Subject	Grade																					
English	A																					
Tamil	A																					
Islam	A																					
Arabic	A																					
Mathematics	B																					
Social studies & History	B																					
Business Studies & Accont.	B																					
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	<ul style="list-style-type: none"> • G.C.E. (Advanced Level) in 2008 August (English Medium) <table> <thead> <tr> <th>Subject</th><th>Grade</th></tr> </thead> <tbody> <tr> <td>General English</td><td>A</td></tr> <tr> <td>Business studies</td><td>C</td></tr> <tr> <td>Accountancy</td><td>C</td></tr> <tr> <td>Economics</td><td>C</td></tr> </tbody> </table>	Subject	Grade	General English	A	Business studies	C	Accountancy	C	Economics	C
Subject	Grade										
General English	A										
Business studies	C										
Accountancy	C										
Economics	C										
Skills & Strengths	<ul style="list-style-type: none"> ❖ Excellent interpersonal and communication skills. ❖ Fast learner, good team player and appreciate team work. ❖ Performance oriented and hard working. ❖ Good analytical and problem solving skills. ❖ Excellent Interpersonal skills and communication skills. ❖ Self motivated and dynamic employee with pleasing personality ❖ Obtained third place in all island essay competition. ❖ Obtained a scholarship to study in Kuwait ❖ At present acts as the Joint Treasurer of OBA MMO. 										
Linguistic Skills	<ul style="list-style-type: none"> ❖ Having a good command of English in writing, speaking and reading besides possessing a sound eloquence in other languages, Arabic etc. 										
Computer Literacy	<ul style="list-style-type: none"> ❖ Sucessfully Completed Diploma In Computer (Have a working experience of 10 years in MS office) 										
Sports & Extra Curricular Activities	<ul style="list-style-type: none"> ❖ Asst.Senior Prefect at both Schools attended ❖ Secretary of School Literary Asociation ❖ Member of school football team. 										

	❖ Served as the Librarian at both schools attended
Personal Details	❖ Name : Rabaideen Mohamed Imran ❖ Date of Birth : 24 th April 1986 ❖ Age : 32 years. ❖ Sex : Male. ❖ Religion : Islam ❖ Nationality : Sri Lankan. ❖ Civil Status : Married

I do hereby certify that the above information and particulars furnished by me are true and accurate to the best of my knowledge.

Yours sincerely
(R.M.Imran)