



Personal Information

Dubai, United Arab Emirates

971 58 167 7964

afham995@gmail.com

Professional skills

Microsoft office

★★★★★

Computerized Accounting software

★★★★★

Interpersonal & Teamwork

★★★★★

Communication and Presentation Skills

★★★★★

QuickBooks

★★★★☆

Data Entry Management

★★★★☆

Deadline Oriented

★★★★★

Analytical and Reporting

★★★★★

Languages

English

★★★★★

Tamil

★★★★★

MOHAMED KALEEL MOHAMED AFHAM

BBA (Hons) Spl in Accounting, BA in International Business & Finance, CIMA(UK) Dip in MA- (R-Management Level)

Profile

An accounting professional with 4 years of experience in handling several areas of accounting & finance functions. Capable & successful at managing multiple projects and consistently meeting deadlines & targets under pressure. Extensive knowledge of accounting software and processes. Proficient in responding quickly to inquiries from internal management and potential clients. Also, possessing a Bachelor of Business Administration and a Bachelor of Arts in International Business and Finance.

Employment History

Senior Accounts Executive / Dispoewear (Pvt) Ltd

August 2020 - May 2022

Colombo, Sri Lanka

- Preparation of financial statements.
- Preparing monthly bank reconciliation.
- Track and monitor accounts receivable & accounts payable.
- Analyze costs, pricing, variable contributions, sales result and company actual performance compared to the business plan.
- Coordinating with banks.
- Resolving client issues and queries.

Accounts Executive / Multi Mind Engineering (Pvt) Ltd

July 2019 - July 2020

Sri Lanka

- Preparation of financial statements.
- VAT filling returns.
- Secures financial information by completing database backups.
- Preparing statutory accounts.
- Assisting on monthly and yearend financial reports.
- Process payments and financial documents such as invoices, statements and vouchers.
- Ensuring payments, amounts and records are correct.
- Handling petty cash.

Availability

Immediately

Key Strengths

- Problem solving & decision making.
 - Positive thinking.
 - Honesty.
 - Punctuality.
 - Quick learning & understanding ability.
 - Self- confidence.
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Extra Curriculum Activities

- Educational motivator of kalmunai undergraduate association (KUA) from 2018 jul - 2021
- I have participated in many educational and cultural activities at school.
- Served as a class monitor.

Employment History

Accounts Assistant / Multi Mind Engineering (Pvt) Ltd

January 2019 - July 2019

Sri Lanka

- Providing final accounts on a monthly basis.
 - Prepare payroll summary reports on a monthly basis.
 - Track daily cash movements by preparing daily cash inflows and outflows.
 - Issuing invoices to customers.
 - Handling accounts receivable and payable.
 - Providing clerical support to the finance department.
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Academic & Professional Qualifications

BBA (Hons) Specialization in Accounting / South Eastern University of Sri Lanka

March 2017 - July 2021

Bachelor of Business Administration (Hons) Specialization in **Accounting**, with a **3.24 GPA**

South Eastern University of Sri Lanka

BA in International Business and Finance / University of the West of Scotland

- March 2021

Colombo, Sri Lanka

CIMA Dip MA / Chartered Institute of Management Accountants (CIMA - UK)

- 2017

Partly Qualified and Currently Reading

Certificate in Computerized Accounting / CCS Campus

- 2016

Kalmunai, Sri Lanka

Diploma in Information Technology / Esoft Metro Campus

- 2013

Colombo, Sri Lanka

Advance Level Examination in Commerce Stream. / KM/ Zahira National College Kalmunai

- August 2015

Accounting- A | Economics- A | Business Studies- B

References

Available on Request