

Ismail Inaamullah Hayen
00971 56 196 9380
0094 77 353 1753
Abu Dhabi, UAE
inaamullahntr19@gmail.com

Dear Hiring Manager,

APPLICATION FOR THE POST OF ACCOUNTANT

I am writing this, kindly requesting that you consider me for the position of Accountant within your Company.

I am honest, highly trustworthy & enthusiastic professional with **more than five years' experience in the industry**. I have great mixed of skills, qualification & experience that will give me an edge to be highlighting successful & carrying out of my duties and help the business growth. I hold a bachelor degree In Bachelor of Business Administrative (**BBA**) from South Eastern University of Sri Lanka and Accounting & Finance from the Sri Lanka institute of advanced technological education along with qualified Associated Accountant of Technician of Sri Lanka (**AAT**)

Enclosed herewith is my resume for your kind perusal. Should I be selected for your esteemed organization, it shall be my earnest endeavor to discharge my duties to the entire satisfaction of your requirement.

Sincerely
Inaamullah hayen

ISMAIL INAAMULLAH HAYEN
BBA (HONS), B.COM, CMA, AAT(SL)
Accountant

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PROFILE

To get a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career. I have always been an enthusiastic team player who is always willing to take new challenges and accomplish them.

WORK EXPERIENCE

Micron Technologies, Colombo – Accountant

Dec/2019 - Jul/2021

- Handle full set of accounts payable, accounts receivable and general ledger
- Perform monthly bank reconciliation, monthly analysis, and daily cheque issuance, daily collection.
- Take the roles of ERP financial lead and coordinate ERP execution and ensure continuous improvements.
- Submit management report as per deadline.
- Research and analyze expense variances for company management.
- Preparing and maintaining financial statements on a monthly, quarterly, and annual basis.
- Handle monthly, quarterly and annual closings.
- Audit financial transactions and documents.
- Stakeholder management, conflict handling, and resolution.

ABS Construction – Junior Accountant

Dec/2016 - Nov/2019

- Preparation of monthly payroll
- Preparation of payments to supplier
- Handling petty cash & journal vouchers in the system
- Handling bank reconciliation

INVOLVMENTS

Finance & Accounts | Accounts Payables | Accounts Receivables | Reporting | Pay Roll | Bank Reconciliations | Excel & Pivot Table | Cash Flow Management | Budgeting & Forecasting | VAT Return | Fixed Asset | Bookkeeping | Intercompany Transactions | Leadership | Documentation | Petty Cash

SKILLS

- Ability to effectively present financial data and information to all level
- Excellent communication skills and a great style of presentation as well
- Proficient in ERP & Accounting software such as **SAP, Oracle & Tally**

EDUCATION

- **BBA (HONS) - South Eastern University of Sri Lanka**
- **B.com - Advanced Technological Institute, SLIATE**
- **CMA - Managerial Level (Reading)**
- **AAT - Association of Accounting Technicians of Sri Lanka**
- **CAA - Computer Applicant Assistant (TVEC)**

CERTIFICATION & MEMBERSHIP

- Social Harmony Project - US Embassy & Colombo university
- Transitional Justice - National Peace Council of Sri Lanka
- International Tourism Leaders' Summit and Tourism research conference Sri Lanka

Member

Toast Master International Club

PERSONAL INFORMATION

Full Name : Ismail Inaamullah Hayen
Date of Birth : 1st December 1995
Experience : 05 Years
Nationality : Sri Lankan
Gender : Male
Present Location : Abu Dhabi, UAE
Language : English, Sinhala, Tamil & Arabic
Visa status : Visit visa, expires on January 2022