

Mohammad Faham

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CAREER OBJECTIVES

Sales/Marketing Professional seeking to attain a position in the organization that offers challenges and opportunity to further my prospects and career development in the field of Sales, Marketing finance/corporate planning and strategy, and to provide high quality service standards involving managing and development of risk based strategies and assessments in conjunction with achieving the organization's goals and objectives. And ready to work in any position

Summary of Experience

- Conducted management tasks such as preparing budgets, BEP analysis and variance analysis.
- Computation of Income tax and preparation of returns.
- Performed reconciliation of Accounts Receivables, Accounts Payables and Bank Accounts.
- Provided QuickBooks training in place of Company.
- Assist with implement internal control in place of client.
- Involving in Company registration process such as filling the forms, Preparing AOA and communicate with Department of Companies Registrar.
- Supervising the book keeping process of group of company and preparing monthly Financial Statements and Reports.
- Document management and administration of files.

Key Company Handled

Manufacturing Companies: Supun Aerosoft (PVT) LTD, Aerostar Home Appliances (PVT) LTD

Other: Supun Traders Pettah, Supun Enterprises Pettah.

SUPUN TRADERS – Pettah (COLOMBO, SRILANKA)

Nature of Business: Buying and Selling of Electronics and Home Appliances

Designation: Account Assist

Period: (From 28th December 2014 to 29th March 2018)

Summary of Experience Managing the monthly and day to day Accounting and Business Transactions, Payroll Processing, Financial Reporting, Performing reconciliation of Cash and Bank Books and stock keeper.

AUTOMOBILE: KDG Autolink (PTY) LTD - NAMIBIA

Nature of Business: Importing and selling of vehicles

Designation: Assistant sales and marketing manager & Yard in charge

Period (3rd August 2018 to 18th March 2019

Summary of Experience Managing the monthly and day to day Accounting and Business Transactions, Financial Report and sales report ,stock maintenance and new stock ordering process

FOOD STORE (HOTEL): MF FAMILY HOTEL – DEMATAGODA (COLOMBO, SRILANKA)

Nature of Business: Fast food startups and Street food

Designation: Caretaker & Cashier

Period (1st May 2019 to 31st January 2022)

Summary of Experience Managing the monthly and day to day Accounting and Business Transactions, Financial Report and sales reports, Cashier , Worker management Stock maintenance banking process, Salary Management

PROFESSIONAL QUALIFICATION

Completed AAT Foundation (AA15 Business Operations and management)

And followed: IRO MATHS Genius 5day course (district prize winner)

ACADEMIC QUALIFICATION

Passed G.C.E. Ordinary Level Examination 2014 with 2B, 2C's & 3S

PERSONAL ASPECTS

- Self-Motivating, outstanding verbal communication and working knowledge on IT, Hence quick learner of any sophisticated systems.
- Capable of setting up useful priorities and take instant decisions in stressful environments and apply them to meet given deadlines.
- A keen planner & implementer with experience in preparing monthly financial and management reports and finalization of annual accounts.

COMPUTER LITERACY& CREDENTIALS

- Extensive knowledge of Excel spread sheets.
- Hands on QuickBooks, MS Word and Power point.
- Extensive knowledge in Internet and Email Surfing.
- Extensive knowledge in Hardware and Software Installation.
- Extensive knowledge in Smart phone series.
- Sound knowledge in Networking (Wireless & Cable).
- Adequate knowledge in computer literacy.

REFERENCES

M.F.M Fazeel, Proprietor – MF FAMILY HOTEL – DEMATAGODA (COLOMBO, SRILANKA)

NO: 496/3/A/1, Baseline Road, Dematagoda

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PERSONAL PROFILE

- Full Name: Mohammad Faham
- Age: 24 Years
- Date of Birth: 22th October, 1997
- Gender: Male
- Marital Status: Single
- Passport No: N7071914
- School Attended: Royal International School (Kurunegala)
- Nationality: Sri Lankan

Rishan Ahamadeen. CBA
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