



# Mohamed Rasheed Mohamed Fazmeer

## CONTACT

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## OBJECTIVE

- I am from Sri Lanka, Currently working as an ACCOUNTANT EXECUTIVE in S DESIGN CONTRACTING company in Doha. **I am looking forward** to a position that meets my qualification and demand in Gulf with a reputable company like yours. Obtaining a position at your Company where I can maximize my management skills, quality assurance, program development, and training experience. And I hope I will work in order to bring to your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my skills obtained through experience.

## WORK EXPERIENCE

### S Design Contracting W.LL

Dec 2014 - Present

Accountant Executive

#### Duties and Responsibilities

- Maintaining timely and accurate general ledger (posting entries, recording accruals, etc.)
- Maintaining timely and accurate account reconciliations
- Preparing monthly financial statements, including monthly WIP reports
- Leading annual financial audit process
- Daily cash management, including cash forecasting
- Participating in the budgeting and forecasting process as requested
- Oversee front office administration
- Oversee accounts payable and purchasing Manage risk insurance policies – yearly renewals and audit process.

### Nippon Company Ltd Yokohama Japan

Jan 2014 - Aug 2014

Accountant

#### Duties and Responsibilities

- Assist in developing and monitoring internal control policies, procedures controls
- Assist in monitoring capital projects business development projects
- Provide overall financial cost accounting support Manage monthly financial closings
- Ensure accurate general ledger account balances
- Prepare organization / product level financial statements management financial reports
- Assist in coordinating financial internal audits
- Provide support to senior management in managing operations against budget and strategic goals on a daily, monthly annual basis
- Dealing and maintaining of exporting vehicles and machineries through bank and shipping company by submitting all documents which meets import & export regulation of both countries. i.e: Letter of Credit Account

## **Sierra Constructions Company Baticaloa Sri Lanka**

**Dec 2009 - Mar 2012**

Accountant

### **Duties and Responsibilities**

- Accept authority, responsibility and accountability for all administrative and accounting procedure, budgeting, cash flow, internal controls, monitoring and preservation of the company assets for Sierra Construction.
- Assist the Controller and Director of Construction with implementing practices and procedures, and completing reports as required (reference Exhibit A for detailed list of responsibilities for Sierra Construction).
- Enter estimates into Project Management, as well as perform any project management duties and responsibilities.
- Direct these efforts in a manner which accomplishes the goals and objectives of Sierra Construction. Comply with and enforce all governmental laws, policies and regulations.
- Ensure that all company policies and procedures are adhered to by you.
- Coordinate and communicate on a regular basis with the Controller and Director of Construction while ensuring to advise of any anticipated problems in advance to be able to take corrective action in a proactive basis.
- Ensure appropriate procedures for financial reporting, record keeping and documentation which maintains files in an orderly, accurate and current manner.
- Oversee the Chart of Accounts for Sierra Construction to accurately reflect cost center income and expenses and general and administrative expenses in order to ensure accurate financial reporting.
- Coordinate with the Controller, Director of Construction, as well as the owners, to prepare the annual budget and forecasts to ensure cost control and predetermined levels of profit and to enforce the budgets.
- Maintain all checking and savings accounts and reconcile daily and monthly. Submit the monthly reconciliation to the Controller for approval. Monitor the cash flow and inform the Controller and Director of Construction as well as the owners, of the status of each account.
- Maintain and increase knowledge in the accounting software for the construction industry as it relates directly to Sierra Construction.

## **Shakai Motors and Spare Parts Traders Sri Lanka**

**Aug 2008 - Nov 2009**

Assistant Accountant

### **Duties and Responsibilities**

- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Analyze and review budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Supervise the input and handling of financial data and reports for the company's automated financial systems.

## EDUCATION

### Master of Business Administration

Apr 2012 - Mar 2014

Ritsumeikan Asia Pacific University, Japan

- *I have successfully completed my Master of Business Administration (MBA) in Accounting and Finance Specialization in Ritsumeikan Asia Pacific University Japan as 15th of March 2014.*

### Certified Management Accountants

Oct 2010 - Sep 2011

Institute of Certified Management Accountants Sri Lanka

- *I have awarded an exception to complete the degree Certified Management Accountants within one year from the benefit of Accounting specialization state university BBA degree.*

### Bachelor of Business Administration

Jun 2006 - Oct 2010

South Eastern University of Sri Lanka

- *I have successfully completed my bachelor degree Bachelor of Business Administration [BBA] in the major field of Accounting in South Eastern University of Sri Lanka by 01st of Oct 2010.*

## QUALIFICATIONS

### Language Proficiency

- Fluent in three languages [English, Sinhala and Tamil] and beginning level in Arabic
- Pursued both bachelor and master degrees in English medium for six years
- Worked and working under Accounting & Finance division for the companies which have been carrying out their business activities under an English environment

### Skills related with Accounting

- Knowledge of accounting and bookkeeping terminology and practices.
- Knowledge of spreadsheets and database software.
- Knowledge of advance mathematics calculations.
- Ability to compare data from a variety of sources for accuracy and completeness.
- Ability to make decisions and take appropriate actions.
- Ability to meet schedules and deadlines of the work area.
- Better Communication skills

### Skills in Computer and IT field

- Completed Diploma in Computer Studies
- Expert Typing skills for English
- Website developing and Designing skills as I have developed and published 04 shopping-cart based e-commerce websites and 03 HTML websites using open source developing tools

I am familiar with the softwares below.

- Accounting packages such as MS Dynamics GP, Tally 9.0, Quickbooks Pro 2010 and SageLine 50
- Statistical data analysis packages such as SPSS - 21.0 and SAP.
- Spreadsheets and other products of MS Office (Ver.2003, 2007, 2010 & 2010)
- Designing and Creative Softwares such as Adobe Dreamweaver, Photoshop & Premiere CS6 and CorelDraw

### Professional Qualification

- I have completed Certified Management Accountants (CMA) in the institute of certified management accountants Colombo, Sri Lanka 2011 and CA is partly qualified.

## Other Qualifications

- I have awarded 100% scholarship to carry out my undergraduate studies in Sri Lankan government university provided by Sri Lankan government as I have successfully passed in the competitive exam Advance Level with high Z-score held in 2005
- I have awarded 80% tuition reduction and JASSO scholarship provided by Japanese government to continue my postgraduate studies MBA program in Japan in 2012
- When I was pursuing my undergraduate studies in South Eastern University of Sri Lanka I had assigned as president of Our university students' web development group and worked as webmaster of students website since June 2007.
- I have participated many workshops, seminar programs which was held by our University
- I have participated many sports events at our university and school as well

## RESEARCHES

- Research on The Impact of Information Technology in Efficiency and Effectiveness of Banking Sector in Sri Lanka  
Published on SEUSLTUBE students website South Eastern University of Sri Lanka

*South Eastern University of Sri Lanka Oct 6, 2010*

- Research on Recent Challenges in the education development in Asia Pacific Region  
*Ritsumeikan Asia Pacific University Dec 6, 2012 Japan*
- CRITICAL SUCCESS FACTORS OF E-COMMERCE IN FASHION & LIFESTYLE DESIGN RETAIL INDUSTRY IN SME IN SRI LANKA "A Case study Analysis on No-limit Corporation"  
*Ritsumeikan Asia Pacific University Jan 15, 2014 Japan*

## INTERESTS

- I am really interested in website developing, internet browsing and reading business journals and writing articles.  
My favorite hobby is portrait and landscape photography

## REFERENCES

- Referees can be provided upon request.