



MOHAMMED ZIMNAS

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Sri Lankan



Mohammed Zimnas Nasmy



Deira, Dubai , UAE



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EDUCATION

Institute of Chartered Accountants (SL)

Completed Business Level & Reading Corporate level

Association of Accounting Technicians (SL)

Diploma in Accounting & Qualified Member of AAT

Sailan International School

GCE Advance Level

Sailan International School

GCE Ordinary Level

CERTIFICATES

Diploma in Accounting Packages

British Informatics of computer Technology. (SL)

Diploma in Computer Application

CIT Computer School (Pvt) Ltd.

Diploma in Computer Hardware

CIT Computer School (Pvt) Ltd.

PROFILE

Dedicated and detail-oriented Individual with four years of comprehensive experience in the field of Accounting, Finance and Audit. Expertise in streamlining financial processes, implementing internal controls and ensuring compliance with accounting standards. Providing valuable insights for strategic decision-making.

WORK EXPERIENCE

Accounts Executive

SHA Global Traders (Pvt) Ltd

Jan2023 - Dec2023

- Maintained accurate and up to date financial reports.
- Performed day-to-day bookkeeping tasks, including data entry and reconciliation of accounts.
- Managed accounts payable by processing invoices, verifying expenses, and issuing payments.
- Prepared bank reconciliations in order to ensure the accuracy.
- Preparation and monitoring of budgets and provided necessary explanations for the variances.
- Communicated effectively with management, and external stakeholders.
- Prioritized tasks effectively to meet deadlines and manage workload effectively and efficiently.
- Used accounting software for efficient financial management.

Audit Senior

Moore Aiyar Chartered Accountants

Sep2021- Dec2022

- Develop comprehensive audit plans and executed audit procedures.
- Assessed financial and operational risks within clients organization and formulated strategies to mitigate them.
- Analyzed financial statements and supporting documents and providing recommendations for enhancing financial performance.
- Building strong client relationship by communicating with the client to understand their business processes.
- Supervised and monitored the audit juniors and Provide training and guidance to them.
- Prepared clear and concise audit documentation including all the relevant working papers and planning documents.
- Filing of EPF & ETF return of the client companies and maintaining book keeping of them.

SKILLS

- Team Collaboration
- Interpersonal Leadership
- Effective Communication
- Creativity & Innovative
- Problem Solving
- Time Management
- Critical Thinking
- Managing Client Relationship

AREAS OF EXPERIENCES

- Revenue
- Cost Of Sales
- Expenses
- Property Plant & Equipment
- Inventory
- Trade Receivables & Payables
- Cash & Cash Equivalents
- Loans & Borrowings
- Related Party transactions
- Retirement Benefit obligations

COMPUTER LITERACY

- Microsoft Office Package
- Quick Books
- Advanced Excel
- Myboss Accounting

LANGUAGE

- English
- Tamil
- Sinhala

Audit Associate

Jun2020-Aug2021

Moore Aiyar Chartered Accountants

- Participated in the planning and execution of audit engagements with the help of the senior.
- Prepared and maintained detailed and organized audit workpapers by cross checking the ledger along with the third party supporting documents.
- Maintained bookkeeping of the client companies.
- Participated in training programs to enhance technical skills.
- Participated in Asset verifications and reconciled Asset register and prepared asset verification report of the client.
- Participated in stock counts and preparation of stock report.

Cashier

Jan2020-may2020

New Fancy Point

- Processed customer transactions, including cash, credit card, and other E-payment methods and providing correct change for the cash transactions.
- Greet customers in a friendly manner and assist customers with their inquiries and resolve any issues related to transactions.
- Reconciling the receipts with the cash in drawer at the end of each shift.
- Ensuring the accuracy in transaction processing, by double checking the amount before finalizing the transaction.
- Operate and manage POS system and input product information accurately.
- Count cash in drawers at the beginning and end of every day.

REFERENCES

- References will be provided upon request.

DECLARATION

I hereby declare that all the information provided in this CV is true, complete and accurate to the best of my knowledge.

Mohammed Zimnas