

Dear Sir/Madam,

**ANY SUITABLE POST IN ACCOUNTING/FINANCE**

I submit herewith my resume for your kind review and consideration.

In brief I am a passed finalist of institute of chartered accountants of Sri Lanka with a degree in bachelor of commerce and having over 20 years of experience to my credit in varied business sectors including hospitality, telecommunication, manufacturing and trading industries. Employed at Cocoon Maldives & You&Me by Cocoon (since pre-opening) in Maldives as Corporate Financial Controller and currently engaged in Best Western Elyon, Sri Lanka as Financial Controller. Looking forward for a better opportunity.

I have acquired vast experience in finance, auditing, administration, sales & marketing, accounting software, ERP, spreadsheet skill in MS Excel and reporting in MS Word.

-Managing the company’s financial accounting, monitoring and reporting.

-Overseeing the quality and accuracy of the accounting, payroll and payment processing services.

-Liaising with auditors in producing annual financial reports.

-Providing and interpreting financial information and predicting future trends.

-Conducting reviews and evaluation for cost reduction opportunities.

-General financial administration.

-Closely monitor the expenditures and receipts and submit reports to the top management on a daily, weekly and monthly basis.

-Procurement and supplier management, including selection, appointment, and management of key vendors and office infrastructure providers.

My primary success factors are honesty, professional integrity, assuming responsibilities with a positive adaptation to the corporate mission of the company and carryout duties with diligence, dedication and commitment towards the achievement of corporate goals.

If you wish to contact me please call me on phone 0094 773388000 (Sri Lanka), email to msirajsha@yahoo.com or Skype (mohamed.siraj.shahabdeen).

Thanking you.

Sincerely,

**Mohamed Siraj Shahabdeen**

**Personal details**

* Address : 43, Fernando Road, Wellawatta, Colombo 6, Sri Lanka
* Date of birth & age : 17th August 1970 - 50 years
* Nationality : Sri Lankan
* Civil status : Married

**Academic qualifications**

* Passed G.C.E. Advance Level examination in Aug – 1990
* Passed G.C.E. Ordinary Level examination in Dec – 1986

**Professional qualifications**

* Passed finalist of Institute of Chartered Accountants (ICASL)
* Degree in Bachelor of Commerce (BCOM)
* Diploma in Business Management (SL)
* Passed finalist of Association of Accounting Technicians (A.A.T. - SL)
* Diploma in Computerized Book-Keeping examination with a Credit pass conducted by the International Association of Book-Keepers (I.A.B. - London)
* Followed Advance Diploma in Computer Studies at Singapore Informatics
* Trained as an Accounts Assistant at I.A.P.A.T. & obtained Practical Accountancy Certificate
* Diploma in Computer Studies with a merit pass
* Advance Diploma in English (Spoken & Written)

**Extracurricular activities**

* Represented College Cricket Team and First XI Sri Lanka School Cricket Association Cricket tournament in 1989/90
* Member of the College Rugby Team
* Member of the Commerce Society
* Represented the College in Oriental Dancing at the National Schools Sports Festival in 1984

**Language proficiency**

* English (Spoken & written) - Excellent
* Sinhala (Spoken & written) - Excellent
* Tamil (Spoken) - Excellent

**Professional positions held**

1. Current employer - Best Western Elyon

Designation - Financial Controller (SAGE, PROTEL)

Reporting to - Managing Director/Deputy General Manager

Service period - from December 2019

1. Current employer - Cocoon Investment Pvt Ltd (Cocoon Maldives & YOU & ME by Cocoon)

Designation - Corporate Financial Controller (SUN, OPERA, MICROS, FIDELIO, MC)

Reporting to - Managing Director/General Manager

Service period - December 2017 to 31st August 2019 (1+ Years)

1. Previous employer - Al Jabriya Group/White Moon Group/Al Bahri Group, Bahrain

Designation - Group Financial Controller (TALLY ERP 9)

Reporting to - Chairman/Managing Director

Service period - April 2012 to September 2017 (5+ Years)

1. Previous employer - International Brands Ceylon (Pvt) Ltd, (The Coffee Bean & Tea Leaf, USA)

Designation - Manager – Finance & Administration

Reporting to - Finance Director

Service period - Jan 2007 to Jan 2012 (5 Years)

1. Previous employer - Casablanca Hotel, Bahrain

Designation - Chief Accountant

Reporting to - Finance Director

Service period - Feb 2001 to Oct 2006 (5+ Years)

1. Previous employer - Lanka Cellular Services (Pvt) Ltd, (Hutchison Telecom, Hong Kong)

 Designation - Accounts Executive

 Reporting to - Finance Manager

 Service period - Dec 1995 to Dec 2000 (5 Years)

1. Previous employer - Gestetner of Ceylon Ltd.

 Designation - Accounts Executive

 Reporting to - Finance Manager

 Service period - Dec 1993 to Dec 1995 (2 Years)

1. Previous employer - KPMG Ford Rhodes, Thornton & Co.

 Designation - Audit Supervisor

 Reporting to - Partner

 Service period - Mar 1991 to Dec 1993 (2 Years)

**Non-related Referees**

Mr. Nirmal Gheewala Mr. Sameer Shafiq Mr. Suresh B. Sadani

Director-Audit Manager-Audit Managing Director

Grant Thornton, Bahrain Grant Thornton, Bahrain Venus Computers WLL, Bahrain

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Mr. M. I. M. Mubarak Mr. Abdul Marsook MBA, LLB Ms. Dharshini Tennakoon

Attorney-at-Law & Notary Public Attorney-at-Law Chief Executive Officer

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***M. SIRAJ SHAHABDEEN***