



# Mohamed Jabir Mohamed L. Aslam

## Accountant

Email: [aslamjabir@yahoo.ca](mailto:aslamjabir@yahoo.ca)

Contact No # 009475 8155624

0094710608271

WhatsApp No # 0094710608271

### SKILLS

- Accounting reconciliation specialist
- Financial Statement Expertise
- Book Keeping
- ERP (Enterprise Resource Planning) Software
- Data Trending Knowledge
- MS Office Suite
- General Ledger Accounting Expertise.
- Administrative Support
- Excellent Managerial Techniques
- Cash Flow Analysis
- Quick Book Expert
- Calculating Liabilities with Depreciation

### ACCOMPLISHMENTS

- Achieved Financial by completing with accuracy and efficiency
- MS Excel prepared and formatted financial project reports, budget spreadsheets and expenses reports for monthly review
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Used for software system of Stock Inventory every 6 months and report to Management.

### PROFESSIONAL SUMMARY

Knowledgeable Accountant proficient in laws and procedures

Operations, tax filings and regulatory compliance. Handles detail-oriented work

In methodical and organized fashion. Leverages field expertise, resourcefulness

And diligence to make positive impact on business operations. Adept managing

Budgets, payroll, invoicing and general accounting functions, Instrumental in

Keeping business operations fully compliant and working within budgetary

Guidelines. Detail oriented Accountant with 10 years effectively maintaining

Accurate accounting information for large scale financial organizations. History

Working as part of financial team to manage diverse financial functions, tax

Management on complex mergers and acquisitions and divestitures seasoned

Auditing professional knowledgeable about risk aversion strategies, cost

Reduction options and financial process. And planning abilities, resourceful

Accounting professional with 8 years of experience in audit preparation and

Reporting.

### WORK EXPERIENCE

Corporative Whole Sale Establishment, Accountant – Colombo  
Period from January 1996 to December 2000

- Account Payable, Receivable ledger (debtor & creditor Control Account every month Closing and Report to management)
- Documented Cash, Credit, Fixed assets accrued expenses and lines of debtor and credit transactions.
- General Ledger and Reconciliation Statement preparing and report to Management every month
- Created budgets and for cast for Management group to meet regular accounting deadlines
- Gathered financial information, prepared documents and closed books
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues
- Reconciled accounts and reviewed expenses data, net worth and assets

## LANGUAGE SKILLS

- English – Excellent
- Tamil \_\_ Excellent
- Arabic \_\_ Excellent
- Hindi \_\_\_\_ Fair
- Malayalam \_\_ Fair

## ACADEMIC BACKGROUND

- General Advance Level at Al Hilal Central College – Negombo
- Diploma In Computer Programming at Technical Engineering College – Nawala
- Diploma In Financial at Financial Center – Kotahena
- Abacus Certificate Of Basic Functionalities at Abacus International (Pvt) Ltd. – Bambalapitiya

## PROFESSIONAL ACADEMIC BACKGROUND

- Higher Nacional Diploma In Accountancy (Special Bcom Degree) at Ministry of Higher Education – Mardana

## SOFTWARE HANDLE BACKGROUND

- MYCOM
- GOLD E RETAIL
- ORACLE
- ERP
- ODOO
- BSP (Airlines) Software

## COMPUTER LITERACY

- WORD
- EXCELL
- ACCESS POINT
- INTERNET (EMAIL & OTHER)

- Maintained Stock Record up-to-date and stock taking, and data knowledge on professional accounting standards to manage financial recordkeeping.

### Al – Muayed Travels & Tours (IATA)– Accountant, Saudi Arabia, from 2001 to August 2007

- Used advanced software (Oracle Program) to prepare documents, reports and presentations
- Set up and improved accounting systems and processes to maximize operational success.
- Reconciled Bank Statement, Financial statement, Profit & Loss account, Trail Balance, Creditor and Debtor Control account, Customer Invoice prepare, and other accounts reviewed expenses data, net worth and assets.
- Documented Cash, fixed assets, accrued expenses and line of credit transaction
- Staff payroll prepare and maintain staff attendance record.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
- Billing Settlement Plan for (BSP) Airlines Due of every month end and handle BSP Accounting software & GDS

### Giant Hyper Market – Accountant – Dubai, from December 2007 to April 2009

- Supplier and customer invoices prepare and Debtor and Creditor Account reconciliation and prepare for monthly Statement.
- Used for GOLD E Retail software to prepare documents, reports and presentation
- Used for software stock inventory, stock taking every six months
- Used for software Good Received Notes and Return notes to Supplier and Purchase order prepare
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger
- Created budgets and forecasts for management group to meet regular accounting deadlines
- Reconciled Bank Statement, Financial statement, Profit & Loss account, Trail Balance, Creditor and Debtor Control account, Customer Invoice prepare, and other accounts reviewed expenses data, net worth and assets.
- Documented Cash, fixed assets, accrued expenses and line of credit transaction

**Air Mark Travels & Tours (IATA) – Accountant, Colombo, from May 2009 to August 2012**

- Used advance software (BSP & GDS) System for Accounts statement and personations.
- Stock inventory, Accounts Statement for Airlines due amount prepare for every month.
- Prepare for General Ledger, Bank reconciliation statement, Trial balance, profit & loss account for every month
- Partnered with auditors to track errors and add contributions to maintain accuracy
- Modified comprehensive reporting to reflect changing financial structure
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions

**Hana Global Ticketing (Pvt)Ltd – Accountant, Colombo \_ 11 from December 2012 to June 2016**

- Used advance software (BSP & GDS) System for Accounts statement and presentations
- Prepare for General Ledger, Bank reconciliation statement, Trial balance, profit & loss account for every month
- Prepare for Credit note, Journal Entries, Debit note, Customer invoice
- Stock inventory, Accounts Statement for due amount to Airlines prepare for every month.
- Maintained up to date knowledge on professional accounting standards to manage financial recordkeeping
- Partnered with auditors to track errors and add contributions to maintain accuracy
- Partnered with auditors to track errors and add contributions to maintain accuracy
- Documented Cash, fixed assets, accrued expenses and line of credit transaction

**Regency Hyper Market – Accountant, Doha Qatar, from October 2018 to February 2020**

- Used advance software (MYCOM & ERP) System for Accounts statement and presentations
- Prepare for General Ledger, Bank reconciliation statement, Trial balance, profit & loss account for every month
- Partnered with auditors to track errors and add contributions to maintain accuracy
- Handle day to day accounting process to drive financial accuracy
- Maintained up to date knowledge on professional accounting standards to manage financial recordkeeping
- Documented Cash, fixed assets, accrued expenses and line of credit transaction

## Uni Gro Whole Sale Traders – Accountant, Colombo \_ 11 from march 2020 to January 2023

- Used advance software (Odoo) System for Accounts statement and presentations
- Leveraged finance knowledge to strengthen controls and improve transparency
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations
- Maintained up to date knowledge on professional accounting standards to manage financial recordkeeping
- Offered advice and direction to help clients better understand financial goals
- Identified and investigated variances to optimize financial plans and forecasts
- Prepare for General Ledger, Bank reconciliation statement, Trial balance, profit & loss account for every month
- Documented Cash, fixed assets, accrued expenses and line of credit transaction
-