



CONTACT ME

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📍 AI – Nahda 1, Sharjah, UAE.

PERSONAL DETAILS

Name with Initial: M.F.M.Milhan

Date of Birth: 16th Aug 1997

Nationality: Sri Lankan

COMPETENCIES & SPECIAL SKILLS

- MS – Office Packages
- Microsoft Dynamic 365
- SAP System
- Tally
- Zoho
- Quick Books
- Internet and E-Mail
- Microsoft Outlook
- Effective Communication
- Strategic Planning
- Team Work
- Critical Thinking
- Contingency Planning
- Creativity
- Decision Making
- Problem Solving
- Organizational Skills
- Analytical Skills
- Leadership
- Presentation Skills

MOHAMMED MILHAN FAROOK

Accountant

MISSION STATEMENT

A dedicated and ambitious professional currently pursuing Chartered Accountancy with a strong foundation in accounting, auditing, taxation and general management.

Seeking a challenging and progressive role in the field of Finance primarily focusing on accounting, taxation and auditing towards utilizing my talent and capabilities in providing a passionate service to the organization to achieve its goals and objectives whilst building a career based on professionalism/continuous learning and development.

WORK EXPERIENCE

AMCA Auditing & Business Advisors

Mar 2024 – Sep 2024

Cluster T, JLT, Dubai, UAE.

<https://www.amcaauditing.com/>

Auditor & Tax Administrator

KEY EXPERTISE

- Conducting initial meeting with clients before initiating the assignment assigned.
- Conducting audit of financial statement as per International Standards on Auditing (ISAs)
- Preparation of draft financial statement & audit report as per ISA, IAS, IFRS & by considering UAE authorities' requirements.
- Registration of Corporate Tax & VAT
- De-registration for VAT.
- Filing of monthly & quarterly VAT returns.
- Tax Amendments.
- Regular monitoring towards submitted applications on FTA portal & react to the queries requested by Federal Tax Authority, until the applications get approved.
- Regular communication with FTA.
- Effective email management.
- Successfully handled Clients interactions.

ACM Ifhaam & Co.(ACMI GROUP (Pvt) Ltd.)

Oct 2021 – Jan 2024

Colombo, Sri Lanka.

<https://www.acmigroup.lk/>

Accountant

KEY EXPERTISE

- Post and process journal entries to ensure all business transactions are accurately recorded.
- Preparation and presentation of the company's final book of accounts including Balance sheet, Profit and loss, etc.
- Verifying and inspecting the books of accounts such as accounts payables, accounts receivables and income.
- Handling monthly, quarterly and annual closings.
- Responsible for VAT accounting and timely return filing and submission.
- Handle petty cash and other day-to-day transactions.
- Managed all accounting transactions and complied with financial policies and all applicable accounting standards as per International Financial Reporting Standards and International Accounting Standards (IFRS/IAS).
- Reconciling the Company's monthly bank statements with the Accounting Ledgers to ensure accuracy (Bank Reconciliation)
- Preparation of cheques and bank details of vendor for weekly payment transfer.
- Filing of Corporate Income Tax (CIT) & Personal Income Tax (PIT) returns.

LANGUAGES

English 
Tamil 
Sinhala 

INTERESTS

- Budgeting & Personal Finance
 - * Maintain personal expenses on a Mobile Note App for financial discipline
- Economics Reading
- Staying updated on industry regulations
- Continuous Professional Development (CPD)
- Travelling
- Photography
- Sports – Cricket & Badminton

REFERENCES

Ms. Ishanthie Fernando

Personal Banking Ambassador
ADCB Bank,
Al Karama Branch, Dubai, UAE.

Mr. Ismail Abdul Nazar

Manager Operation
Division of LuLu Group
International,
Lot 1, Phase 1, Export
Processing Zone Katunayake,
Sri Lanka.

Audit Supervisor

KEY EXPERTISE

- Allocate resources and individuals in accordance with skills and schedule for initial audit plan.
- Preparation of financial statements in different types of companies. (Manufacturing, Services, Real Estate, NGO, Apparels & Trading)
- Reviewing and analyzing the financial statements using different financial analyzing techniques and conduct the audit as per ISA.
- Provide technical advice and consultation to field staff during the field work regarding audit activities and particular problems encountered.
- Review and evaluate policies and procedures of agencies to ensure proper safeguards, internal controls and compliance to the laws & regulations.
- Prepare audit findings that are well written, attributed and fully documented.
- Ensure the entities financial statements are complying with proper financial reporting framework such as IFRS/IAS and free from material misstatements.
- Prepare audit reports and ensure that supporting work papers are accurate and complete.
- Participate in conferences with agency representatives relative to the conduct of the audit.
- Provide timely updates to the Audit Manager & the Partner.
- Faced and managed many audit and tax deadlines successfully.
- Coverage of the monthly budget allocated for the audit division.
- Successfully handled many Clients in an effective manner.

Top Clients Served, Industry Based – Sri Lanka

- Free Zone Company – A division of LuLu Hyper market LLC, UAE.
- Fashion & Apparel - Free zone company, a subsidiary of its parent in Hong Kong.
- Water Supplies - American Premium Water Systems (Pvt) Ltd.
- IT - Applexus Technologies (Pvt) Ltd – Sri Lanka
- Hospitality – Asia Leisure Hotels (Pvt) Ltd (subsidiaries of Asia Capital PLC)
- Textiles – Fashion Bug (Pvt) Ltd

PROFESSIONAL QUALIFICATIONS

Chartered Accountancy

Institute of Chartered Accountants of Sri Lanka (CASL)

Reg. No: 2058039

- * Corporate Level – Reading
- * Business Level I & II – Completed

ACADEMIC QUALIFICATIONS

GCE Advanced Level (English Medium) - 2017

Al-Azhar Central College, Thihariya, Sri Lanka

Stream – Commerce

Successfully completed

GCE Ordinary Level (English Medium) - 2013

Islamic International School, Thihariya, Sri Lanka

Successfully completed

PROFESSIONAL AFFILIATIONS

- Student of Institute of Chartered Accountants of Sri Lanka (CA Inter)
- Diploma in MS – Office Packages & basic IT

MEMBERSHIPS

- Prefect in school, 2010 – 2013
- Member in the English Committee of the School
- Member of the School Cricket Team
- Head of the School Inter House Sports Meet & Western Band – 2011 & 2012