

# MOHAMED SAJATH

**Bachelor of Business Administration Specialized in Accounting and Finance.**

**Financial & Accounting Professional**

Dear Recruiter,

With a formal background in management and financial reporting paired with my hands-on experience on the audit and assurance combination with commercial exposure, I strongly believe my skills and background makes me an excellent fit for your prestigious organization.

We develop by committing ourselves to results and planning effectively is what I believe in. Hence, at every aspect of my career I plan before I do despite the size and importance of the matter. This is what differentiates me from others. The belief in this attitude has made me achieve results at their initial attempt.

Eagerness for knowledge and wider reading has benefitted me with greater level of understanding on financial reporting. I am glad to say that the application of my knowledge would ultimately help the organization to achieve its quality requirements.

I understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the requirements of your organization at its best.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided below.

Thank you for your consideration.

Sincerely,

**Mohamed Sajath**



# MOHAMED SAJATH

BBA Specialized in Accounting and Finance

## CONTACT

✉ msmsajath95@gmail.com

+94 754305414 (What's up)  
+94 342298306

## PERSONAL

Nationality : Sri Lankan  
Date of Birth : 11 Mar 1995  
Marital Status : Single  
Passport No : N10461803

## KEY INDUSTRIES

Construction	●●●●●
Manufacturing	●●●●●
Ship Building	●●●●●
Pharmaceutical	●●●●●
Automobile	●●●●●
Stock Brokerage	●●●●●
Financial Services	●●●●●
Investments	●●●●●
Agriculture	●●●●●
Logistics	●●●●●
Hotels	●●●●●

## LANGUAGES

English    Sinhala    Tamil

90%

80%

90%

## OBJECTIVE

To utilize my skills and abilities in a relevant profession of a reputed organization, where growth prospects are unlimited and individuality is recognized by work, and to achieve professional satisfaction by meeting higher responsibilities and involving in competent work areas along with making a positive contribution in a team environment towards the fulfillment of the organization's mission.

## WORK EXPERIENCE

### Aaliya's Business Holding (Pvt) Ltd

Senior Accountant



Feb 2023 – Present

Aaliya's Business Holding (Pvt) Ltd is the well-established and leading manufacturing company in Sri Lanka who manufactures and sells all kind of jewelry, watch, gift and customized boxes.

### SL Polymer Lanka (Pvt) Ltd (2 Years)

Accountant  
Assistant Accountant

Aug 2021 – Jan 2023  
Mar 2021 – Aug 2021

Key responsibilities include, but not limited to:

- Prepared and presented the Financial Statements, in accordance with International Financial Reporting Standards (IFRS)
- Ensured financial records are maintained in compliance with IFRS and accepted policies and procedures.
- Prepared financial management (MIS) reports as required to report Board of Directors.
- Reported the progress and the matters arising from the audit to Manager / Director and resolving of issues after discussion.
- Liaising with external auditors, providing necessary information for auditors and finalizing the audit.

### Mercantile Accountancy (2 Years and 4 Month)

Audit Associate 1 → Senior Audit Associate  
Trainee Associate

Jan 2019 - Feb 2021  
Nov 2018 – Jan 2019

Key responsibilities include, but not limited to:

- Ensured the assurance service is delivered to the client in the best quality possible.
- Handled the overall responsibility from planning to completion of engagements
- Pointed-out issues to the clients and provided value adding insights to improve their procedures and overcome the identified issues
- Reported the progress and the matters arising from the audit to Manager / Director and resolving of issues after discussion
- Conducting financial investigations, undertaking Financial Statement audits, preparation of reports such as performance improvement documents, and advises on matters such as suspected frauds, insolvency and taxation.

### TGL Travels & Tours (Private) Limited (1 Year)

Assistant Accountant

Key responsibilities include, but not limited to:

- Prepare Gulf International Bank payment report, maintain the visa transactions, airline and hotel ledger reconciliations, prepare performer invoices, airline reconciliations and client outstanding reports.

### Gem Light Jewelry Box Private Limited (2 Years & 5 Months)

Accountant → Senior Accounts Associate

May 2016 – Nov 2018

## WORK SKILLS

IFRS/ IAS	●●●●●●●●●●
External Auditing	●●●●●●●●●●
Internal Auditing	●●●●●●●●●●
Internal Controls	●●●●●●●●●●
Financial Reporting	●●●●●●●●●●
Budgeting	●●●●●●●●●●
Forecasting	●●●●●●●●●●
MIS Reports	●●●●●●●●●●
Fund Management	●●●●●●●●●●
Working Capital	●●●●●●●●●●
Payroll Process	●●●●●●●●●●
Financial Analysis	●●●●●●●●●●
Consolidation	●●●●●●●●●●

## PERSONAL SKILLS

Leadership	●●●●●●●●●●
Team Player	●●●●●●●●●●
Communication	●●●●●●●●●●
Time Management	●●●●●●●●●●
Presentation	●●●●●●●●●●
Critical Thinking	●●●●●●●●●●
Problem Solver	●●●●●●●●●●
Decision Making	●●●●●●●●●●

## UPCOMING PLAN

- Pursue MBA from well recognized university
- Expertise in using Power BI by enrolling for recognized online courses
- Expertise Data Analytics skills using various platforms

## HOBBIES



## PROFESSIONAL QUALIFICATION

- Association of Chartered Certified Accountants (**ACCA-UK**) – Currently Following in Applied Skills Level 2 subject to move Strategic Professional Level
- Diploma in English (DMI) Merit Pass

## ACADEMIC QUALIFICATION

- Bachelor of Business Administration (Special) Accounting and Finance University of Ruhuna
- Local G.C.E Advanced Level – 2014  
2 “A” Passes and 1 “B” Pass
- Local G.C.E Ordinary Level – 2011  
6 “B” Passes and 3 “C” Passes

## COMPUTER LITERACY

- Knowledge in Accounting Software
- Advanced knowledge in Microsoft Office applications (MS Word, MS Excel, MS PowerPoint) and Microsoft Outlook.
- Participate and winner of under advance level category in students’ group competition jointly conducted by Education for Knowledge society project Ministry of Education and Microsoft Sri Lanka.

## EXTRA CURRICULAR ACTIVITIES

- Winner of the Award for Football in University of Ruhuna.
  - University Football
  - University Representation (Participation 2017, 2018 and 2019)
  - Faculty Representation (Second places in 2016 and 2018)
  - Batch Representation (First place in 2017)
- Participated and won in the school sport meet events (Athletics Events).
- Participated and Won School sport events (Football, Cricket)
- Member of the Football team of the University of Ruhuna.
- Member of the First XI Football team of Carlton United Sports Club.

I do hereby certify that the above particulars furnished by me are true and accurate to the best of my knowledge, further it well represents my skills, abilities and performance that I would be able to employ during my future career prospects.

Thank You

*Signed.*  
Mohamed Sajath