



# MOHAMMED ANVAR AZAM

## CONTACT

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📍 : MBZ, ABU DHABI, UAE

## PERSONAL DETAILS

Date of Birth : 02.09.1994

Nationality : Sri Lankan

Gender : Male

Passport No : N10779072

## LANGUAGES

English

Sinhala

Tamil

## CAREER OBJECTIVE

Highly motivated individual and results oriented Accountant, Procurement Executive and Sales Executive with over 10 years of experience in finance and marketing field.

## WORK EXPERIENCE

### 1. Accountant - Areej Al Dar Building Contracting & Maintenance LLC - Abu Dhabi (September 2023 to Present (On Contract Basis))

- Preparation of tax returns and payment certificates
- Audited Last 2 years accounts of company by me
- familiar with corporate Tax and ICV
- Preparation of accounts for clients.
- Managing the book keeping operations.
- Examining company accounts, financial control systems and other financial management Tasks.
- Manage all accounting transactions in both writing and computerized accounting software QuickBooks Online
- Publish financial statements monthly, quarterly and annually.
- Reconcile accounts payable, receivable and Manage balance sheets and profit / loss statements.

### 2. Asian Trading Company (May 2015 – March 2022)

This is one of the well reputed trading company and largest hardware organization in Sri Lanka, providing best and quality material to projects.

#### I. Accounts Executive in Finance Department (August 2017 to March 2022)

- Preparation of accounts for clients.
- Managing the book keeping operations.
- Examining company accounts, financial control systems and other financial management Tasks.
- Manage all accounting transactions in both writing and computerized accounting software (Tally QRP, Tally Prime and QuickBooks etc...)

#### II. Taxation Officer (August 2017 to March 2022)

*Vat certificate issued by the Department of Inland Revenue, Sri Lanka to my name as the Authorized Officer on behalf of Asian trading company.*

- Developed and implemented strategic tax planning for all necessary federal and state taxes.
- Review tax returns and quarterly/yearly tax projections.
- Completing responses and schedules in preparation for income tax audits.
- Building and maintaining relationships with clients and department of Inland Revenue, Sri – Lanka.

## **SKILLS AND ABILITIES**

- Account Management.
- Marketing strategy.
- WPS Payroll system
- Customer Relationship
- Tax returns Vat Corporate Tax
- Financial Statements
- Bank Reconciliation
- Microsoft office.
- Accounts Payable and Receivable
- Knowledge in handling an individual project.
- Teamwork & Team management.
- Time management.
- A quick learner.
- Verbal and written communication skills.
- Cold calling.
- Leadership.
- Event Management.
- Creativity.
- Supervising.
- Innovative thinking and Critical thinking abilities.
- Sound knowledge about IT applications.
- Hard Work.

### **III. Project Executive in Project Department (August 2016 to August 2017)**

Projects of Sri- Lanka tri forces and police department were carried out.

- Be responsible for the planning, briefing, implementation and monitoring of marketing activities.
- Managing the production of required deliverables.
- Managing project risks including the development of plans.
- Managing project administration and Organizing chair meetings of the Project Board.

### **IV. Procurement Executive in Project Department (May 2015 to August 2016).**

- Maintain positive supplier relations.
- Planning for the purchase of goods, services and supplies.
- Reviewing, comparing, analyzing and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Preparing budgets, cost analyses and reports
- Overseeing and supervising employees and all activities of the purchasing department

### **3. Digital Marketing Executive - Macks Marketing PVT Ltd (April 2022 – June 2023)**

- Executing digital marketing tasks
- Creating consistent brand messaging
- Analyzing marketing campaign performances
- Using insights from past campaigns to optimize new ones
- Engaging with online audiences
- Working with external collaborators
- Establishing key task indicators related to marketing strategies

### **4. Sales Executive - Mans Lanka (Pvt) Ltd (September 2013 to April 2015)**

- Selling products to potential customers and closing deals
- Managing a team of sales associates and setting sales goals
- Analyzing reports, surveys, budgets, and forecasts to determine sales strategies
- Negotiating specifications, price, and delivery of the products
- Maintaining and building relationships with current and new clients using social media.

## **PROFESSIONAL QUALIFICATIONS**

- Successfully completed
  - ✓ Diploma in QuickBooks pro 2017
  - ✓ Diploma in financial Accounting
  - ✓ Digital marketing
- Successfully completed the following courses
  - ✓ Production and Operation Management
  - ✓ e-Commerce Management
  - ✓ Marketing Management
  - ✓ Human Resource Management
  - ✓ MS Office Professional 2010
- Successfully completed Executive Level of Chartered Accountancy
- Reading Bachelor of Business administration at South Eastern University of SL.

## **ACADEMIC QUALIFICATIONS**

- Successfully passed G.C.E A/L - 2013 - K/Al Manar (N.S)  
Economics - B, Accounting - C, Business Studies - C
- Successfully passed G.C.E O/L - (3A, 1B, 5C)
- Successfully completed level V of ICT with remarkable pass

The above details are true to the best of my knowledge. I shall abide by the rules and regulations of your company and happy to work as a part of a team. I look forward to hear it from you.

20/02/2024

Date

Azam Anvar