



# MOHAMMED MANAS

## CONTACT

- +971 543293841
- manas954@gmail.com
- Dubai

## EDUCATION

### AATSL

- Association of Accounting Technicians of Sri Lanka

### ESOFT METROCAMPUS

- Higher National Diploma in Business Management
- Diploma in Business Management
- Diploma in Computerized Accounting

### AQUINAS UNIVERSITY COLLEGE

- Diploma in English

## SKILLS

- Microsoft Office.
- Proficient Typing skill.
- Monthly Closing transaction
- General Office duties.
- Time Management
- Good communication skill
- Accounts Payable Processes & Management.

## PROFILE

I wish to pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same give me an opportunity

## WORK EXPERIENCE

- AL FINA TRADING L.L.C. - U A E** 2021-2022  
Cashier
  - Maintaining detailed records of served orders and collected cash.
  - Operating the cash register, scanner, scale or the restaurant's computer system
- WHIZ Global Associates - Sri Lanka** 2018-2019  
Audit Trainee
  - Carrying out financial statement Audits & Normally Using Quick Book
  - Handling Incoming Cash & posting it into the relevant Bank Account
  - Reconciling Payment with bills
- Minhas Impex (Pvt) Ltd. - Sri Lanka** 2023-2024  
Accounts Assistant 2019-2021
  - Summarizes current financial status by collecting information
  - preparing balance sheet, profit and loss statement, and other reports
  - Posting Sales and Purchases to relevant ledgers

## REFERENCE

**Minhas Ismail (MBA)**  
Minhas Impex (Pvt) Ltd,

Phone: +9477-7454666

**M.H.M.Nasrullah (BSc)**  
Senior Auditor

Phone: +9475-0688038