

SABESHAN CHANDRAMOHAN

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Availability to join: Immediately

Visa Type: Freelance/Resident Visa

Visa Expiry: July 2026



SUMMARY

I'm a highly organized individual with great communication and interpersonal skills, and have three years' experience working as an administrator, enjoy working independently as well as in a team.

Auditor with over 4 years of experience in the field of auditing, including financial, operational, and compliance audits. Expert in reporting fraud and other financial irregularities, as well as in reviewing policies, procedure, and controls. An enthusiastic and dedicated English teacher with over 2 years of experience teaching English to children and adults. As an English Teacher, passionate about developing creative lesson plans and utilizing technology to engage student learning.

EXPERIENCE

Administrator/Academic Consultant/Teacher

Impact English School of Learning (Jan 2023 – May 2024)

Impact English School of Learning is a private tutoring service provider.

- Organize and schedule marketing campaigns and events.
- Coordinate educational activities and branch operations to ensure efficiency.
- Handle technical issues in their area of expertise.
- Carry out clerical duties, including answering phones and preparing documents.
- Manage data in spreadsheets and reports.
- Keep stock of office supplies and place orders when necessary.
- Maintain professional communication with customers and maintain a high level of customer satisfaction.
- Performing digital marketing tasks and help to achieve organization's marketing goals.
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.

English Teacher

Headway School of Languages (Oct 2020 - Dec 2022)

Headway Learning Solutions is a language school in Colombo, Sri Lanka.

- Developed lesson plans that fit with the British curriculum.
- Planned and delivered English language lessons incorporating authorial audio-visual aids and various English teaching methods.
- Taught English lessons to students aged 11-16 (Middle Years)
- Prepared students for the Cambridge English examinations. (YLE & KET)
- Conducted Spoken English classes for adults and working professionals.
- Managed accurate student attendance records, assuring effective monitoring.
- Graded homework, assignments, and exams.

Internal Audit Executive

Commercial Credit & Finance PLC (March 2018 - May 2020)

Commercial Credit & Finance PLC is a leading finance company in Sri Lanka.

- **Cash Handling Audit:** Monitored cash deposits and withdrawals. Verified that adequate internal controls are in place. Monitored cash discrepancies and investigate any irregularities. Checked for adequate cash handling policies and procedures in place.
 - **Fixed Deposit & Savings Accounts Audit:** Checked FD documentation, Pre-Maturity Settlements & Maturity Settlements, FD Certificate Cancellation, Availability of Undelivered FD certificates, Unused FD Certificate stock verification, FD Renewal with new certificate printed, FD Interest Payments. Checked the management approvals for investments in FDs.
 - **General Savings & Minor Savings Audit:** General Saving Documentation, Deposits, Withdrawals, New Minor Savings Documentation, Minor Savings Prematurity & Maturity, Minor Savings Deposits.
 - **Auto Loans:** Validation of Auto Loan Disbursement, Review of Vehicle Valuation, Vehicle Insurance, Completeness of Auto Loan Documentation, Maintenance of CR Movement Register, Evaluation of borrower's Repayment Capacity, Canceled Loans-Auto Loans, Unusual Early Settlements-Loans.
 - **Auditing on Revolving Business Loans (RBL):** Validation of RBL Disbursement, Completeness of RBL Documentation, Evaluation of borrower's Repayment Capacity, Canceled Loans- RBL, Unusual Early Settlements -RBL.
 - **Micro Finance Audit:** Visiting the Micro Finance Centers and meet Customers and Checking MF receipts, Repayment Cards, Verifying the loan balance with customers, and Doing Analysis on CSU wise visiting analysis, Officer wise visiting analysis for reporting, Validation of MF Disbursement
 - **Pawning Operation Audit:** Caratage verification of gold articles, Completeness of New Pawning Documentation, Article Redemption Documentation, Validation of Pawning Bank Redemption.
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Accounts Assistant

LB Finance PLC. (Oct 2015 - Feb 2018)

LB Finance PLC is a leading finance company in Sri Lanka.

- Visiting Branches for Audit Purpose and do the Surprise Cash Counting.
- Checking the Registers for Cash handling, Key Handling and Teller related documentation.
- Audit the Transactions of Gold loan, Leasing, Savings, Fixed Deposit, Western Union and Bill Payments.
- Check the Petty Cash Float (Balancing), Petty cash Register, Bill attachments
- Check the Cash Banking and Cheque Deposit Process.
- Check the POST-DATED Cheque Filling System and accuracy, Completeness of POST-DATED Cheques.
- Monitor the Cheque Encashment Processes for FD encashment, Auction refund & Petty Cash encashment.
- Validate the overall Gold Loan Operations - (Pawning) Documentation, Registers and Transactions.
- Check the Auctioned Articles Documentation, Receipts, and Auction Excess Refund Cheques and related registers.
- Check the Fund Transfer Documentation and Check whether following of Fund Transfer Procedures.
- Do the **Fixed Asset Verification** as per the Instruction from management time to time.
- Examine the Effectiveness of **Internal Control system** and Report & Suggestions on Internal Control system to Management for allocated Branches.
- Preparing the Audit Reports for the Management and Discuss on improve the effectiveness of Internal Control System.
- Assist the Senior Audit Team on Investigations and Auditing.
- Check the Savings and Fixed Deposit Transactions & registers related to Savings & Fixed Deposit such as Float Stock Register, Pass Book Issued Register, ATM Card Register, Acc Opened and Closed Register, Cheque register, FD Certificate Released register and FD Loan Register.

Administrative Assistant/Receptionist

Visions Establishment. (Nov 2010 - March 2013)

Visions Establishment is a manpower supply company in the state of Qatar.

- Provides administrative support to ensure efficient office operations.
- Maintains physical and digital filing systems.
- Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists clients and other visitors.
- Responds to emails and other digital queries and correspondence.
- Drafts and edits letters, reports, and other documents.
- Inputs and updates information in databases and spreadsheets.
- Uses word processing and presentation software to create and edit documents.
- Operates and maintains office equipment, including printers, copiers, and fax machines.
- Works closely with other administrative staff and supports other colleagues as needed.
- Presents a positive and professional image for the organization.

Service/Sales Assistant

Cargills Ceylon PLC. (July 2009 - October 2010)

I have worked as a Sales Assistant attached to **Food City Supermarket**, Batticaloa outlet.

- Ensure high levels of customer satisfaction through excellent sales service.
- Maintain outstanding store condition and visual merchandising standards.
- Maintain a fully stocked store.
- Ascertain customers' needs and wants.
- Recommend and display items that match customer needs.
- Welcome and greet customers.
- Manage point-of-sale processes.
- Actively involve in the receiving of new shipments.
- Keep up to date with product information.
- Accurately describe product features and benefits.

EDUCATION

- CA Party Qualified. Passed subjects in Executive Level exam at Institute of Chartered Accountants of Sri Lanka.
- Passed the G.C.E Ordinary Level Examination.

SUBJECTS	GRADE
Mathematics	A
English – (Index No: 74695100-Dec-2007)	A

- Passed the G.C.E Advanced Level Examination in Commerce Stream. (High School Diploma) & got university admission for Bachelor of Business Administration at Eastern University, Sri Lanka.

SUBJECTS	GRADE
Economics	A
Business Studies	A
Accounting	B
General English	A

CERTIFICATIONS

- I have participated in the training programme on **Mitigation of Organizational Fraud and Strengthening Internal Controls** conducted by Central Bank of Sri Lanka.
- I have participated in the training programme on **Mitigation of Organizational Fraud and Forensic Auditing** conducted by Centre for Banking Studies, Central Bank of Sri Lanka.
- Completed **Diploma in Computer Hardware Technology** with Networking at St. John's Vocational Training Centre (V.T.C), Urani, Batticaloa.
- I have completed a 5-day training program on Career Skills under **ASAP (Accelerated Skills Acquisition Program)**
- I have participated at Leadership Ministry Training School in 2006 – **Certificate in Leadership Development & Ministry.**
- Completed **English typing and shorthand training** program at St. John's Vocational Training Centre, Urani, Batticaloa.

SKILLS

- Audit planning and execution | Compliance auditing | Interpersonal Skills | Collaborative Teamwork | Risk assessment and management | Internal controls assessment | Financial statement analysis | Account reconciliations | Client relationship management skills | Marketing skills | Quality assurance skills
- MS Office | Photoshop Designing | Computer Hardware | Video editing | Web development
- Presentation | Leadership | Cultural sensitivity | Negotiation | Innovation | Adaptability
- Problem-solving | Time management | Ethical judgment | Analytical skills | Organizational skills
- Client management | Decision-making | Multitasking | Self-motivation | Stress management

LANGUAGES

English: Proficient

Tamil: Native

Sinhala: Conversational

Hindi: Beginner

Malayalam: Beginner

PERSONAL INFORMATION

Date of Birth: 04th July 1987

Nationality: Sri Lankan

Civil Status: Married

REFEREES

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