



SAREEFDEEN SALEETH

📍 Al falah street, Al danah, Zone 1,
Abu Dhabi
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✉ saleeth2159@gmail.com

ABOUT ME

Experienced Accountant with a keen eye for detail and a passion for accuracy. Skilled in financial analysis, audits, and reporting. Committed to ensuring financial transparency and optimizing processes for informed decision-making with trust. Effectively maintaining accurate information for large-scale financial organizations. History working as the head of department of financial team to manage diverse financial functions, tax management Cost Control and reporting.

ACADEMIC BACKGROUND

HIGHER NATIONAL DIPLOMA IN ACCOUNTANCY (B.COM).

*Sri Lanka Institute Of Advanced
Technological Education
(2021.)*

Per Public Administration Circular No.46/90 of 1990, the HNDA qualification is considering as an equivalent (an alternate) to a Bachelors of Commerce degree (B. Com) offered by an accredited university, recognized by University Grant Commission (UGC) of Sri Lanka.

PROFESSIONAL QUALIFICATION

MAAT – AAT SRI LANKA

AAT PASSED FINALIST

- AAT Passed Finalist in July 2017.

EXPIRIENCE

6 YEARS

WORK EXPERIENCE

RIVER VIEW PALM HOTEL (PVT) LTD (AMARANTHE BAY RESORT AND SPA)

Trincomalee
Apr 2021- Nov 2023
(Hotel industry)



Senior Accounts Executive

- Prepared the company's General Ledger using TAURAS accounting software.
- Managed accounting activities to ensure compliance with accounting policies and external audits.
- Prepared monthly and annual financial statements.
- Prepared monthly management accounts & meeting presentations and conducted finance meetings.
- Developed annual budgets and monthly budget allocations, tracked variances, evaluated performance, and allocated monthly incentives.
- Oversaw all banking activities for the company.
- Managed working capital by reviewing accounts payables, invoice listings, and fund allocations for payments while coordinating with suppliers.
- Monitored purchasing processes, including re-order levels of food and beverage items, and monitored internal controls of purchasing.
- Tracked accounts receivables from Traveling Agents.
- Calculated ingredient costs for menus and monitored menu prices in comparison to market price changes.
- Prepared the costing for food and beverage items.
- Prepared monthly Bar report and Stock taking.
- Prepared the costing for recipe and menu prepared by the General Manager and suggest the selling price.
- Daily check all BOT and KOT in Book invoice order.
- Provided support to address day-to-day operational and administrative challenges.
- Granted final approval for company payroll, reviewed EPF and ETF calculations and ensured timely submission of statutory documents.

Accountant Cum Cost Controller.

- Managing Working Capital under Limited Funds.
- Managed day-to-day accounting processes to ensure financial accuracy.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Prepared import costing for inventories.
- Prepared the Food costing for recipes
- Daily update costing due to change the market price.
- Checking all KOT.
- Assessed internal controls for local purchases.
- Managed various operational and banking activities.
- Handled the company's petty cash float.
- Provided support for tender procedures.
- Interacted with external auditors.
- Tracked and processed payments for utility bills and other monthly overheads.
- Coordinated negotiations with suppliers for supply and payment terms.

GALLE CATERERS (PVT)LTD

Colombo – Sri Lanka
March 2020- March 2021.
(Caterers)



COMPUTER LITERACY

MICROSOFT OFFICE APPLICATION

ACCOUNTING APPLICATIONS

Tally
Peachtree
TAURASPMS
Quick Book.

PERSONAL DETAILS

Full Name:
SAREEFDEEN SALEETH

Passport No:
N9457255

Civil Status:
Married

Date of birth:
31 July 1996

Nationality:
Sri Lankan

REFERENCES

MR. Sritharan

(General Manager) – Amaranthe Bay Resort & Spa

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P: +94 77 793 1681
E: sri@amaranthebay.com

MR.A.M. JAWAAMIL

(Chartered Accountant). - Jawaamil Associates (Director)

P: +94 11 259 6000
P: +94 77 725 9884
E: ja@amjawaamil.com

JAWAAMIL ASSOCIATES

Trincomalee – Sri Lanka
April 2016- February 2020.
(Audit Firm)

- Calculated overtime payments and other allowances for casual staff, facilitating monthly cash payments.
- Worked with the operational system to raise invoices and enter inventory-related transactions.
- Handled the Peachtree system, including cheque writing, bill entry, and payment processing, management of all company suppliers, posting journal entries for accruals, preparation of bank reconciliations, inventory management, and receipt entry.

Senior Accounts and Audit Trainee.

- External Audits: Participated in external audits, contributing to the preparation of accurate financial statements.
- Internal Audits: Conducted internal audits, assisting in the creation of comprehensive management reports.
- Taxation: Managed taxation processes, including the preparation of tax calculations and tax returns.)
- Preparing Income tax accounts, Budget Accounts, Bank loan accounts and tender accounts.
- Preparing Financial Statements.
- EPF and ETF Related work
- Return Filling (Income tax Return, VAT Return, NBT Return
- Book Keeping (Hotel Industries, construction, and Retail shops)
- Inland Revenue Related Work (Company Registration, Tax type file opening and tax type close)

SKILLS

- | | |
|--|---|
| - Financial & Accounting Systems | - Funds Management |
| - Cost Management and Control | - Internal Controls |
| - Food and Beverage Coasting | - Coast Control |
| - Budgeting & Forecasting | - Problem-solving skills |
| - Computer proficiency -MS Office Suite - (MS Excel) | - Intuit QuickBooks, Tally ERP, Peachtree |

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge. In the event of being selected for any employment in your esteemed organization I shall endeavor to discharge my duties to the entire satisfaction of my superiors.