



**BBA, AAT-SL,
CIMA (Operational)
Reading**

MAHDHI HASAN
Financial Accounting
Risk Management
Auditing
Management Accounting

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Sri Lanka

Summary of Profile

I am a qualified **Accountant** with experience in **Initiating, Monitoring, Coordinating Financial Activities, Preparing financial statements, Conducting Internal & External Audit, Banking activities.** and also I am extremely detail oriented and a keen sense of working with **Analyzing, Managing information, Controlling working capital, and Implementing control system (MIS), Manufacturing operations and expenses, activities, Training staff and Computerized Accounting.**

Work experience

Jul 2022 – Present
(Private Company)

Accountant

Al Araf Hotels & Resorts (Pvt) Ltd | Colombo 6
Construction of Hotel Resorts, Hotelier

- Preparing Forecasted budget, Financial Statements, related tax, Audit reports, Fixed asset registry
- Doing Accounts in Excel, Quickbook and customized ERP

Aug 2020 – Jun 2022
(Private Company)

Accountant

Deli group of companies | Colombo 11
Food Manufacturing and Trading Wholesale & Retail

- Preparing Financial Statements, related tax, Audit reports, and other relevant documents
- Creating invoices, Vouchers, GRN, DN, MRN
- Advising on Finance Control and doing Financial Accounts with a customized Software called "Busy", QuickBooks and also Excel.
- Supervising and controlling the financial activities, factory operation, Payroll
- Managing Cash operations, Expenses, Working Capital, Inventory, Material Purchasing, Sales and Credit management

Mar 2019 – Jul 2020
(Government)

Financial Assistant (Project: PS5) Ministry Project PMU- Task Force on Resettlement of Protracted IDPs
Ministry of Industry & Commerce, Resettlement of Protracted Internally Displaced Persons, Co-operative Development and Vocational Training & Skills Development | **Colombo 02.**

- Preparing Financial Statements, Expenditure report, Imprest requisition, Vouchers, Auditing Financial reports and documents, Bank Reconciliation Statement
- Maintaining Inventory, Processing the Procurement
- Preparing Payroll, EPF, ETF and other relevant tax forms
- Attending Audit matters and *reporting to Chief Accountant*

Oct 2016 – Feb 2019
(Private Company)

Accountant cum Operation manager
(Finance, Production & HR)
Quiz Naturalness (Pvt) Ltd | Colombo-06

- Doing *Financial Accounts*, Management Accounts,
- *Internal Audit Control & Submitting for External Audit*
- *Supervising & Controlling Financial activities, cash Operations (MIS)*
- Importing raw material, *Communication with supplier, Shipping, Custom clearance, Payment via Bank*
- Managing Material Purchasing, Production and logistics
- Handling *Senior Management, Board of Directors, Employees, Labors, Government bodies and Bank*

Educational and Professional Certification

- Bachelor of Business Administration (BBA) 2016-2019
- Passed Finalist of AAT (SL) in 2015
- CIMA (Operational) Reading
- TVEC Approved Certificates
 - Microsoft Office (Excel, Word, Power point, , Access)
 - Computerized Accounting (Quick book, ACCPAC, MYOB, Tally)
 - Graphic designing (Photoshop, CorelDraw)
 - Computer Hardware
 - Advance English

G.C.E A/L – 2014

- Economics – A
- Accounting – B
- Business Studies – B
- English – B
- General IT – A

G.C.E O/L - 2011

- Mathematics – A
- History – A
- English – A
- Islam – A
- Commerce – A
- Art – A
- Science – B
- ICT – B
- Tamil – C

Language ability

- English - Excellent
- Sinhalese - Excellent
- Tamil - Excellent

Personal Information

Full Name:

Mahir Mahdhi Hasan
Ahmed

Name with initials:

M. Mahdhi Hasan

Marital status:

Married

School Attended:

Zahira College (National
School), Puttalam

Age:

27 years

NIC number:

951402761V

Date of birth:

19th May 1995

Mar 2016 – Sep 2016
(Private College)

Manager cum Instructor
Global College - Chilaw

- Initiating, Planning, executing the Teaching Learning Process with Forecasting and assessing
- Teaching MS Office, Graphic design, Hardware, Computerized Accounting and AutoCAD 2D
- Managing the College of Computer studies with the support of CRM and MIS.

Skills and abilities

- Very Fast learner and smart working skill
- Effective treasury, working capital management
- Risk analyzing, Assessing and management
- Advising updated financial & non-financial tricks
- Enough knowledge in Bank activities, Imports, Payments, Shipping, Custom Clearance Manufacturing and Trading
- Nature of Responsible working for timing and quality
- Analyzing, Detailing, statistical and presenting skills
- Implementing, Monitoring, Assessing and Decision making skill
- Efficient in leading and training a team
- Advanced skills in MS Office, Accounting Software
- Excellent verbal & non-verbal communication & Interpersonal relationship skills
- English, Sinhala & Tamil - Capable of writing, reading and speaking
- Ability to work under minimal supervision and pressure environment
- Self-driven Human resource management skill

Extra Curriculums

- Advisor of Rich Lanka which manufactures and distributes Healthy Cleaning products
- Founder and President of SOCIAL FRIENDS since 2013 to now. (Reg.No PUC/2015/CDU/SC/01)
- Participated in Marathon race in schools and club sports.
- Volleyball team player in locality.

Non-related referees

Eng. S. M. Yaseen Senior Engineer Road Development Authority 0772538899	Mr. A. Manoranjan (Senior Chartered Accountant - Northsea Ltd) 0718186842
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I hereby certify that the particulars furnished by me are true and correct to the best of my knowledge.

Kind regards,

M.M.Hasan