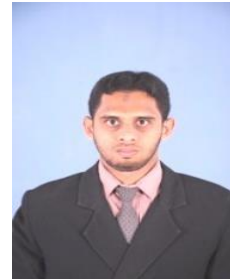


CURRICULUM VITAE

Mohamed Amani
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Personal Information

Full Name:	Abdul Hathi Mohamed Amani
Date of Birth:	6 th June 1991
QID No:	29114413829
Gender:	Male
Nationality:	Sri Lankan
Civil Status:	Married
Driving License	Available
Visa Status:	Transferable Visa with NOC

Career Objective

Polished Accountant with High-impact change agent, significant ability to identify initiatives & facilitate action-driven plans to assist financial growths and objectives.

Work Exposure/Professional Experience

SENIOR ACCOUNTANT- TADMUR PUMP FACTORY **DOHA, QATAR. (Feb. 2021 – Present)**

- Prepare financial statements on monthly, quarterly & annually.
- Finalize annual audit & tax filing with Auditors.
- Perform ICV audit with major auditors.
- Produce annual budget and variance analysis on monthly basis based on equated budget.
- Process payroll, LC, BG & Liaise with bank for all related tasks.
- Ensure proper transaction recording & charged to appropriate accounts.
- Maintain Bank, stock, other receivable & payable reconciliation.
- Record daily transactions, JVs and depreciation.

CHIEF ACCOUNTANT-AL JABER POWER TECHNOLOGY **DOHA, QATAR. (Nov. 2016 – Feb. 2021)**

- Preparation of budgets, develop trends, cash flows on quarterly, Semi-annually and Annually.
- Maintain PPE, inventory list with identification and movement details.
- Monitor daily Financial Operation such as Payroll, invoicing & other Transactions.
- Liaise to all bank transactions such as LC, Tender Bond etc.
- Drafted finance, HR policy and documented according to ISO standard requirement.
- Provide Financial Reports, interpretation to management and recommend course of action
- Coordinate and assist during internal & external audit.
- Oversee operation of finance department, set goals and objectives
- Track the company's financial status, performance and identify areas for potential improvement.
- Advise on all financial activities, provide strategies, insightful to aid short & long-term decision
- Analyze cost, pricing, sales, conduct reviews and evaluation for cost reduction opportunities.

**ACCOUNTANT-BILAL & MOHD. BALLOUT FOOD STUFF
DOHA, QATAR. (May 2016 - Oct. 2016)**

- Involve in preparation of financial statements and report to Management
- Perform Cash flow, forecasting, budgeting, working with operations, project teams in analyzing Variances and cost analysis
- Handle functions related to shipping such as LCs & bank guarantees.
- Assist in auditing process by providing necessary information
- Analyze financial discrepancies and recommend effective resolution.

**ACCOUNTANT-NOURISH MEDIA
DOHA, QATAR. (Mar. 2015 - Apr. 2016)**

- Preparation of final accounts, involve in reporting & tax filing
- Exposure to WPS & LC, liaise with banks & other parties.
- Finalizing reports on sales & collection targets, manage receivables & payables and allocation.
- Carrying out internal checkups to ensure all approved job has been invoiced accordingly.
- Familiar with administrative processes.

**ASSISTANT ACCOUNTANT-U&H WHEEL SERVICES (PVT) LTD
COLOMBO, SRI LANKA. (May 2013 - Dec. 2014)**

- Involved in invoicing, credit & debit notes, petty cash handling & collection follow-ups.
- Prepared codes for stocks, implemented job cards.
- Produce sales, collection & other reports to management
- Accountable for Audit from external Parties.

**ACCOUNTS ASSISTANT-ZAK PPRINT (PVT) LTD
COLOMBO, SRI LANKA. (Feb. 2011 - Apr. 2013)**

- Billing, bank reconciliation, petty cash handling, purchasing & arrange export documents etc.
- Accounts receivable & payable Management.
- Stock valuing, keeping stock record, job costing
- Providing information and documents for statutory bodies.

Professional Accomplishments

- CMA - SL - (CERTIFIED MANAGEMENT ACCOUNTANT OF SRI LANKA)
- CIMA UK (CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANT)
- AAT - SL – (ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA)

Academic Background

- **G.C.E Advance Level**
Commerce stream in English Medium
- **G.C.E Ordinary Level**
English Medium

Language and Computer Literacy

- Proficiency in Advance excel with Practical Experience
- Competent in Accounting Software such as Quick book, Tally & ERP-ORACLE and SAP.
- Sound Knowledge in English in Writing & Speaking.

Skills and Competencies

- Communication and Leadership Skills.
- Work with commitment, honest and trustworthy.
- Innovative Thinking.

REFERENCE COULD BE PROVIDED ON REQUEST