

MH.IMATHULLAH

HND in Accountancy (B.Com), CMA®, AAT®

ACCOUNTANT

+971542215967 | imathullah2000@gmail.com | Dubai - UAE

PROFESSIONAL SUMMARY

Experienced (RSL) Accountant with over 4 years in financial management, reporting, analyzing, bookkeeping, and tax compliance, proficient in QuickBooks, WFX, Excel, and financial ratio analysis. Skilled in transportation, hotel and restaurant, real estate, construction, and e-commerce. Self-motivated, flexible, hardworking, reliable, and trustworthy, performing accuracy in calculation and transaction and posting, seeking commitment to organization goals and career development along with organization's success.

PROFESSIONAL WORK EXPERIENCES

Finance Executive

Online Kade.lk (Pvt) Ltd. **April 2025 - July 2026, Sri Lanka**

Duties and Responsibilities

- Manage daily financial operations across Supermarkets outlets, ensuring accurate recording of sales, purchases, inventory, and operating expenses using QuickBooks - ERP systems.Maintain the General Ledger (GL), record journal entries, and prepare month-end and year-end closing activities.
- Process supplier invoices, customer billing, payroll, and payments through QuickBooks while ensuring accuracy and compliance. Prepare and file VAT returns and Statutory Requirement.
- Perform daily, weekly, and monthly bank reconciliations, Accounts Receivable (AR), Accounts Payable (AP), and supplier statement reconciliations. and Monitor cash collections, POS sales, bank deposits, and petty cash transactions.
- Prepare monthly, quarterly, and annual budgets, forecasts, and variance analysis.
- Generate daily sales reports, profitability reports, and management financial reports using QuickBooks and Excel
- Maintain inventory-related financial records and reconcile stock movements with accounting records. Coordinate with store managers, procurement, warehouse, and operations teams to ensure accurate financial reporting.
- Support internal and external audits by preparing reconciliations, schedules, and financial documentation.
- Ensure compliance with IFRS, company policies, and Sri Lankan tax regulations.Analyze financial performance, identify cost-saving opportunities, and provide recommendations to improve profitability.
- Analyze financial performance, identify cost-saving opportunities, and provide recommendations to improve profitability. Maintain effective internal controls and ensure the accuracy, integrity, and confidentiality of financial information.

Accountant

J.A.L Enterprises **Oct 2022 - March 2025, Sri Lanka**

Duties and Responsibilities

- Preparing Financial Statements in accordance with IFRS and providing financial information to management with clarity and accuracy (Income Statement, Balance Sheet and Cash Flow Statement)
- Review payments for suppliers, employee claims, allowance, advances, petty cash, credit card replenishment and handling the Cheque preparation based on the budget.
- Maintaining adequate provisions in the books of accounts for a fair presentation of financial statements and monthly closure as requires by the Accounting Standards.
- Efficiently managing construction company financial records using QuickBooks online and analyst the payments comparing with budget and prepare the reports for management purposes.
- Performing bank reconciliations for all banks associated with the company and submitting the bank reconciliations to management monthly Communicating and dealing with all bank requirements.
- Processing quotation, Local Purchase Orders (LPO), invoices and vender payments and reconciling financial data through resolving discrepancies.
- Identify and advice on client financial issues and preparing construction work reconciliation reports and bank reports.
- Monitor bank accounts to ensure payments are up to date, and record the transactions to the accounting package.
- Maintaining all the payments details reports and summaries for internal external audit, inland revenue department and management purpose and follow up the payments outstanding and prepare the payments comparing with budged and prepare the reports for management purposes.

Professional Qualification

- Completion of **Higher National Diploma in Accountancy** (B.COM)
  Sri Lanka Institute of Advance Technological Education - Batticaloa
- Certified Management Accountants (CMA)
  Managerial Level - Following
- Follwing of **Association of Accounting Technicians** of Srilanka – (AAT – Level 3)
- Diploma in **Computerized Accounting –** (DICA)
  QuickBooks | Sage 50 | Tally | M.Y.O.B | Zoho | Advanced Excel
- Completion of **Diploma in Information & Communication Technology –** ICBT Campus Batticaloa
- Completion of **Computer Application Assistant** – (CAA)
  IF Professional Studies - Eravur

Academic Qualification

- **GCE Advanced Level Examination** – **2019**
  Successfully Completed with 3 Credit passes in Commerce Stream (**Accounting: C**, Business Studies: C and Economics: C)
- **General Information Technology** by Government SL (GIT): **B**
- **GCE Ordinary Level Examination** – **2016**
  Successfully completed with 1 Distinction passes 4 Very Good passes 2 Credit Passes and 2 Ordinary Passes

Extracurricular Activities

- Leadership Training for the Children Club Members (DOSD) – 2018
- Volunteer for Computerizing of Samurdhi Community Base Bank – Eravur Center
- Member of Social Services Development Organization (SSDO) – 2023 to 2025

Languages

- English : Professional
- Tamil : Native

References

Available upon request

Knowledge & Skills

- VAT & Corporate TAX
- QuickBooks (QBO & QBD)
- Tally
- WFX and Sage 50
- Finnex and M-Track
- Budgeting (Monthly,Quarterly and Annually
- Advanced Excel (Xlookup, Vlookup, Pivot table, Pivot charts and others)
- Power BI (Power Query)
- Zoho Books and Xero
- SAP
- Microsoft dynamics
- Odoo
- Oracle
- MS Office
- Outlook
- Tax Regulations and Compliance
- Payroll, Invoicing, Payment Processing
- Reconciliations (AR, AP & BR)
- Financial Presentation Skills
- Project Management Skills
- Advance Knowledge in Accounting Standards (IAS, IFRS and GAAP)
- Internal and External Reporting
- Auditing and Internal Control
- Team Management
- Attention to Detail
- Business Intelligence & Data Analysis
- Planning and coordination
- Commitment

Personal Details

- Name with initial : M.H.Imathullah
- Nationality : Sri Lankan
- Gender : Male
- Date of Birth : 28th December 2000
- Marital Status : Single
- Visa Status : Visit Visa