

CURRICULUM VITAE



PERSONAL INTRODUCTION

NAME	MOHAMED HAJMAL KALANTHARLEBBE
DATE OF BIRTH	25 TH OCTOBER 1989
MARITAL STATUS	MARRIED
NATIONALITY	SRI LANKAN
PASSPORT NO	N6621627
EMAIL	muhamedajmal74@gmail.com / hajmalinacca3@gmail.com
MOBILE NO	+971555078907
RESIDENT IN	HOR AL ANZ, DEIRA, DUBAI
WORKING EXPERIENCE	ABOVE 13 YEARS OF EXPERIENCE IN ACCOUNTS
CURRENT DISIGNATION	FINANCE CONTROLLER (SIGNTRADE INTL FZCO)
VISA STATUS	EMPLOYMENT VISA (1 MONTH NOTICE PERIOD)
DRIVING LICENSE	VALID UAE DRIVING LICENSE WITH OWN CAR
QUALIFICATION	HNDA,BBA,MBA & ACCA

OBJECTIVE

I'm a young accountant that wants to advance in the field by offering accounting and auditing services that are compliant with the law and ethical standards.

PROFESSIONAL EXPERIENCE

**1)SIGNTRADE INTERNATIONAL
FZCO – JEBEL ALI (U.A.E)
(FROM 23rd AUGUST 2017 TILL
NOW)**

FINANCE CONTROLLER

Responsibilities

- Preparing monthly financial statement (P/L, BS & cash flow, forecasting–)
- VAT return filing in FTA Quarterly and, Monthly net vat calculation (outward-inward vat) trial balance vat verses manual vat calculation (quarterly basis)
- Bank reconciliation
- Checking MRP & Import export documentation for Accounts
- Monthly reconciliation of payables and Suppliers' statements
- Preparing salary for the staffs and bank transferring
- CDC/PCD cheques entries, deposits and reconciliation (RV/DB)
- Stock maintenance (physical and system) Align with warehouse in charge
- Send statement to customers and receivables follow up
- Expenses analysis, budgeting (fixed versus flexed) and giving explanation to directors
- Providing monthly sales man's performance report.
- expenses – payment voucher petty cash (imprest) expenses, reimbursed to UAE branches

- Monthly Budget, cash flow analysis and variances discuss with Managing director
- Coordinate the preparation of regulatory reporting
- Research technical accounting issues for compliance

Logistics/Clearing Representative

- Knowledge in customs clearance (Import/Transit/Transfer) for Sea/Air/Land and documentation process.
- Knowledge in Dubai trade – E-Mirsal II
- Knowledge in online application of Certificate of Origin with Chamber of Commerce
- Coordinating with forwarder to arrange smooth delivery
- Making Tokens for Containers
- Ensuring on-time submission of customs clearance paper to Dubai Custom
- Preparing Commercial Invoice, Packing List and Delivery Advice for material movements from
- Jebel Ali to other branches

**2) DELOITTE MALAYSIA
CHARTERED ACCOUNTANTS
(MALAYSIA)
(FROM 21 NOV 2012 TILL 30TH
JUNE 2017)
JOB TITLE**

AUDIT MANAGER / ACCOUNTANT / TAX CONSULTANT

Responsibilities

- Guiding audit Juniors, preparing audit programs and procedures, interim audits and final audits, collecting working papers and reviewing the work of juniors to ensure adherence to international standards of Auditing, providing constructive suggestions to the partners in respect of the audit and the audit report.
- Preparing financial statements, cash flow and disclosures. for clients in accordance with Malaysian private entity reporting standards (MPERS), ISA and IFRS.
- Preparing draft tax computation, capital allowance schedules

EDUCATION

2022	:	Master in business Administration (JNU)	INDIA
2017	:	Bachelor of business administration	INDIA
2014	:	Association of Chartered certified Accountants (ACCA)	UK
2010 – 2013	:	Higher National Diploma in Accounting University Islam Melaka (KUIM)	MALAYSIA
2006 – 2009	:	General Certificate of Education in Advance level Bio science – Graduated (High school)	SRI LANKA
2005 - 2004	:	General Certificate of Education in Ordinary level (7A, 2B & C) - Graduated (High school)	SRI LANKA

PROFESSIONAL SKILLS

- Proven working experience as financial controller
- Proven working experience in corporate tax computation & capital allowance schedules and filing
- 13+ years of overall combined accounting and finance experience
- Proficient in MS Excel formulas and fast hand (vlookup, pivot etc...)
- Proficient in SAP finance and HR modules, UBS sage, Quickbook & Tally
- Budgeting and finance
- Knowledge in IAS/IFRS/ISA
- Chart of accounts / audit and assurance -financial report
- Knowledge in Vat return calculation and submission in FTA
- Strictly following ACCA code of ethics
- Accounting Software SAP business One, comrade, sage UBS & quick book
- Problem solving / Initiative/ Team player
- Languages – English, Tamil, Malayalam & Hindi

REFERENCES

MR. THULASI RAGHAVAN
ACCOUNT MANAGER
SIGNTRADE INTL FZCO
JABEL ALI SOUTH FZ
DUBAI, UAE
thulasir@signtradeonline.com
0501527240

MR. ROHINTON PATEL
SENIOR ACCOUNTANT
SIGNTRADE INTL FZCO
JABEL ALI SOUTH FZ
DUBAI, UAE
rohin@signtrade.net
0565462012