

Aqeeb Javahir

[Accountant]

MPA (USJ), B. Com (Gen), ACPM (CPMSL)

No. 10, Al-Ali, Al-Sadd, Doha, Qatar.

Contact: +974 33353936 | Email: aqeebjavahir@yahoo.com | LinkedIn: [Aqeeb Javahir](https://www.linkedin.com/in/AqeebJavahir)

PROFESSIONAL SUMMARY

I am an enthusiastic Accounting professional possessing a transferable visa with NOC. Possessed a **Master's Degree in Accounting and an Associate Member in Chartered Professional Managers of Sri Lanka**. Having accumulated 7+ years of experience in Accounting and Finance, I have had the opportunity to work in both the UK and Sri Lankan contexts. I have consistently demonstrated self-motivation and a pivotal role as a team player contributing to success. I thrive on embracing new challenges and opportunities that foster my career development. My approach is grounded in maintaining the highest levels of professionalism, dedication, and commitment in all my responsibilities. With a solid educational and professional background in Accounting and Finance that spans various sectors, I bring a wealth of expertise to the table and I am eager to extend my expertise on a global scale.

PROFESSIONAL EXPERIENCE

Senior Accountant (Lead Associate/ FBP support)

WNS Global Services

Dec 2021 – Jun 2023

Recognition: Recognized as an exceptional contributor by the Expenses Team of AVIVA in 2022 FY.

The major tasks were carried out during my tenure:

- Assigned to review and check the financial statements, including balance sheets, income statements, and cash flow statements.
- Ensure accuracy, completeness, and compliance with accounting standards and regulations.
- Assigned to review the Flash report for business units to assess their monthly target and ensure the numbers are aligned with the approved budget.
- Assigned to prepare monthly movement reports (people cost) for internal purposes and provide commentaries to the management about variances.
- Review company expenditures for fixed assets in comparison to the capital budget with management.
- Examine the periodic asset verification report to pinpoint inconsistencies and improve asset verification procedures.
- Implement and maintain internal controls to safeguard company assets and ensure compliance with regulations.
- Coordinate and oversee the month-end and year-end closing processes.
- Assigned to oversee posting journals including accruals and prepayments through cost center management journal tools (CCMJ).
- Reconcile accounts, resolve discrepancies, and ensure accurate posting of transactions.
- Assigned to prepare the payroll validation report for a particular business unit.
- Assigned to prepare monthly cost base review for the business unit and present the numbers to the management to take the sign-off for each month's end.
- Assigned to check the post-month actual validation reconciliation to identify whether any late journals were posted or not after the cut-off.
- Collaborate with management to prepare and monitor budgets and forecasts.
- Provide financial insights and recommendations based on budget variances and projections.
- Identify the possible ways to control the cost.
- Ensure the budget in the Anaplan system (budget tool) to verify the numbers on a quarter basis.
- Participate in internal and external audits, providing necessary documentation and explanations.
- Analyze financial data to identify areas for cost reduction, revenue enhancement, and process improvement.
- Prepare financial models and reports to support strategic decision-making.
- Provide insights into financial performance and trends to assist in decision-making.

- Discussed the business's latest highlights with onshore stakeholders monthly.
- Mentor and guide junior accounting staff, reviewing their work and providing feedback.
- Assisted in the training and development of accounting team members.
- Participate in system upgrades and implementations to enhance accounting processes.
- Assigned to prepare ad-hoc reports as per the requirement of the client/WNS.

Accountant

SM Group (Pvt) Ltd

Feb 2021 – Oct 2021

Managed the following tasks:

- Assigned to prepare the financial statement including income statement, balance sheet, and cash flow statement..
- Maintain accuracy and up-to-date financial records by recording transactions, reconciling accounts, and ensuring proper documentation.
- Oversee the handling of customer invoices, management of receipts including received and receivables, and coordination of collections (AR).
- Managed the aging report to pinpoint outstanding accounts receivable balances and diligently pursued them to ensure prompt payment.
- Manage and monitor the processing of invoices, tracking of payments including paid and payables, and recording of expenses related to vendors (AP).
- Implemented a comprehensive fixed asset policy that outlines asset acquisition, recording, depreciation, disposal, and reporting procedures.
- Administered a centralized database to keep the fixed asset register up-to-date to mitigate any errors/issues.
- Conduct periodic physical audits to reconcile the fixed asset register with the actual assets on site.
- Assigned to analyze financial data, interpret financial ratios, and prepare financial reports to assess an organization's financial health and performance, trends, and identify potential improvement areas.
- Prepare and post journal entries to accurately reflect financial transactions in the general ledger.
- Review monthly bank reconciliation statements by comparing bank statements with company records to identify discrepancies and ensure accuracy.
- Calculate and process employee salaries, deductions, and taxes accurately as per the Central Bank instructions and standards to ensure transactions.
- Assist in internal and external audits by providing documentation and explanations for financial transactions.
- Review and analyze expenses to ensure that align with the budgets and financial goals of the company.
- Implemented a financial control mechanism to mitigate financial risk by maintaining a better control mechanism.
- Participated in business-related meetings/forums and provided some useful insights about accounting information.
- Stay up-to-date about industry trends and developments to continuously enhance accounting skills and knowledge.
- Identify and resolve discrepancies and errors in financial records and transactions.

Accountant

TD Group Holdings

Jun 2016 – Jan 2021

Managed the following tasks:

- Record financial transactions accurately and timely in accounting software and spreadsheets.
- Ensure the maintenance of well-organized and current financial records, encompassing invoices, receipts, and expenditure details.
- Assigned to generating invoices for debtors, monitoring payment statuses, sending payment reminders, and overseeing the management of collections (AR).
- Assigned to processing of vendor invoices, including validation of information and facilitation of payment transactions (AP).
- Provided overall financial support to manage monthly financial closings during the month-end.
- Reconcile bank statements, credit card statements, and other accounts to identify discrepancies and ensure accuracy.
- Preparation of financial statements, including gathering data and performing analysis.
- Prepare documents and gather information for tax returns, ensuring compliance with tax regulations.
- Use accounting software and tools to input data, generate reports, and assist in reconciliations.
- Supported to implementation of internal control mechanisms to mitigate internal risk.
- Generating a budget forecast based on management decisions for upcoming years.

- Assisted and review the payroll processing calculations and documentation.
- Contribute to process improvement initiatives.
- Participated in process improvement training to enhance process-related knowledge.

Achievements:

- Joined as an Assistant Accountant and was later promoted to Accountant after 12 months due to exceptional performance.

SKILLS

- Proficiency in computerized accounting packages such as Oracle Fusion, Peachtree, Tally ERP, MYOB, and QuickBooks.
- Proficient user of the Anaplan budget tool, query management tool (QMT), and Qlik application.
- Proficient user of Microsoft Office (PowerPoint, Word, & Excel, etc.)
- Stakeholder management.
- Attention to detail.
- On-time delivery with meeting SLAs (Service Level Agreements) and client expectations.
- Ability to work under pressure and with minimal supervision.
- Excellent interpersonal and communication skills.
- Excellent in leadership and teamwork.
- Problem-solving ability and decision-making.

EDUCATION

Master of Professional Accounting [MPA]

University of Sri Jayewardenepura, Sri Lanka

Completed [2021 – 2022]

B. Com (Gen) Degree in Accounting

Sri Lanka Institute of Advanced Technological Education, Sri Lanka

Completed [2016 – 2020]

The Association of Accounting Technicians of Sri Lanka [AATSL]

Completed

[2011 to 2013]

Associate Member of Chartered Professional Managers [ACPM]

The Institute of Chartered Professional Managers of Sri Lanka [ICPMSL]

Membership No – ACPM01779

Institute of Chartered Accountants of Sri Lanka [ICASL]

Corporate Level – Reading

[2023 – Present]

Institute of Certified Management of Sri Lanka [ICMASL]

Strategic Level – Reading

[2018 – Present]

(Note: Reference can be provided upon request)

I hereby declare that the aforementioned details are accurate to the best of my knowledge. I am committed to offering my utmost support to your organization to achieve its strategic objectives, ensuring their accomplishment without any setbacks.



Mohamed Javahir Mohamed Aqeeb