



NAWAS RESHAN



PERSONNEL STATEMENT

Experienced Accountant with a demonstrated history of working in the field of auditing and accounting in different industry. With a successful track record encompassing financial accounting and reporting, IFRS/IAS, internal controls, management information planning, analysis and reporting, budgeting, performance management, cost optimization, MS Excel, consistently exercises the utmost integrity and maintains the highest standards of ethics. Strong education background, Completed Association of Accounting Technicians of Sri Lanka and Reading Professional Level examination of Association of Chartered Certified Accountants (ACCA – UK).



EDUCATION

- [ACCA | Association of Chartered Certified Accountants, UK](#)
Reading Professional Level – Final
- [B.sc in Finance & Accounting | IDBS CAMPUS, SRI LANKA](#)
Successfully Completed
- [Advanced Diploma in Accounting and Business | ACCA, UK](#)
Awarded in 2019
- [AAT | Association of Accounting Technician, Sri Lanka](#)
Completed in 2016
- [Computerized Accounting Package | BCM Campus, Sri Lanka.](#)
Completed in 2016



PROFESSIONAL EXPERIENCE

01ST Aug 2022 – Present
Talal Abu-Ghazaleh &
Co, Qatar

Senior Consultant - Audit &
Accounting Advisory service

In this position following responsibilities were accomplished.

- Updating the cash flow statement and advice the Proprietors (Clients) about cash availability on daily basis.
- Posting cash, credit card and credit sales payment received to bank and cashier into (Tally ERP 9, Observer ERP, Sage 50, SAP) the system.
- Issuing Credit Memos and refunds for Customers for their cancelled bookings with proper authorizations.
- Reconciliation of sales cash, credit card sales and credit sales control accounts on monthly basis.
- Posting all expense entries in the relevant ledger and cost center in the system (Maintain Separate gradual for Fixed assets, Rent, Insurance etc).

CONTACT



Doha Qatar



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KEY SKILLS AND COMPETENCIES

- Accurate and precise math skills, Proficiency with MS Office, especially in Excel and MS Out Look
- Concise and clear documentation skills.
- Proactive approach and the ability to work autonomously and as part of a team.
- Ability to work effectively and efficiently in an IT environment.
- Integrity, organizational skills and ability to manage deadlines, interpersonal skills, analytical ability and methodical approach and problem-solving skills

- Approving and posting purchase invoices after verifying relevant documents. (PO, GRN, Invoice)
- Running vendor aging report on weekly basis and making payments for the past due vendor invoices after the comparison of vendor statement of Accounts.
- Maintaining the Pre- paid expense schedule and posting the accounting treatments in System.
- Bank reconciliation for all banks on daily basis at the end of working day.
- Maintaining the vendor pre payments for purchase order follow ups and posting the accounting treatments.
- Checking and approving Petty Cash vouchers and timely reimbursement to avoid cash purchases.
- Do Physical inventory verification on monthly basis and review the internal controls.
- Preparation of income statement and balance sheet and finalization of financial statement.
- Checking finance emails and responding to the queries as soon as they are received.

Apr 2019 – Sep 2021
KINNIYA INNS & SUITES

GENERAL ACCOUNTANT

In this position following responsibilities were accomplished.

- This role covers producing periodical Financial Performance update to the Management.
- Assist with Finance Manager Comprehensive Cost analysis on all actual spend, budget and forecasts while adhering to timelines.
- Being part of the implementation team to work on the SLFRS 16 Leases, established accounting, GL mapping and the reconciliation tool supplied by audit team.
- As part of process improvement, implemented In-house Accounts Payables Management System to electronically transport Invoices to the department approval prior to payment release. This significantly improved invoice payment process while eliminating delays and disruptions in releasing payments.
- Ensure the consistency of accounting recognition and measurement across the bank including the changes in IFRS & IAS understood and reflected in the financials in a timely manner.
- I was able to produce Financial Reports timely and with zero processing errors to various high level committee meetings.
- Play an essential role in setting up Annual Budget, Forecast of the Bank coordinating with Business units and
- Support Units. Extensive review on actual performance against the plan is another area of key focus on this role..

Mar 2017 – Feb 2017
NMST CONSTRUCTION PVT LTD

ACCOUNTANT

In this position following responsibilities were accomplished.

- Create project accounts in the accounting system and Report on project profitability to management.
- Review and approve supplier invoices related to a project and time sheets for work related to a project
- Approve overhead charges to be applied to a project and account totals related to project. • Investigate project variances and submit variance reports to management.
- Report to management on any opportunities for additional billings. • Report to management regarding the remaining funding available for projects.
- Create and submit government reports and tax returns related to projects.
- Compile information for internal and external auditors, as required.
- Approve the write-off of any project-related billings that cannot be billed to or collected from customers.
- Approve all project-related billings to customers and Investigate all project expenses not billed to customers.
- Respond to requests for more detail from customers and Close out project accounts upon project completion.

In this position following responsibilities were accomplished.

- Preparation of financial statement in accordance with IFRS and IAS and drafting audit opinion.
- Preparation of several planning audit documentations in accordance with ISA.
- Preparation of working papers for different material accounts during the field work with the support from seniors.
- Participate in assessing the reliability of financial and operating information with senior auditors. Work with audit teams to plan engagements, address risks, and issue opinion on IFRS and IAS. Performed audit procedures on various financial statement categories and audit assertions tested client cash accounts and reconciliations, prepaid expenses, fixed assets, and expenses.



VOLUNTEERING SERVICE

**Voluntarily Serving as an Active Member of Association of Kinniya vision -
Local NGO since 2006**

- Arrangement of Covid-19 awareness program for people in remote area.
- Attending workshops and training program conducted by international NGOs
- Have a good relationship with the local authorities and colleagues
- Organizing and participated in Plenty of Sramadana Campaigns during Disaster time such as Dengue and Flood



EXTRA-CURRICULAR ACTIVITIES

- Participated in Sports at District Level, Trincomalee.
- President of Rural development society, Sports and youth clubs.
- President – Commerce union at Kinniya central college (National school).
- President of school environment protection unit, Board of prefects and member of band group at school.



PERSONAL INFORMATION

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|------------------------|---|---|
| ➤ Date of Birth | - | 1st May 1994 |
| ➤ QID | - | 29414411844 |
| ➤ Passport Number | - | N8460187 |
| ➤ Nationality | - | Sri Lankan |
| ➤ Language Proficiency | - | Tamil and English |
| ➤ Marital Status | - | Single |
| ➤ VISA Status | - | Qatar Resident |
| ➤ Driving License | - | Qatar and Sri Lanka Valid Light Vehicle |

I do hereby certify that the particulars given by me in this application are true and correct to the best of my knowledge

NAWAS RESHAN