

Ahamed Nasraf

ahamednasraf91@gmail.com | +971551980964 | Dubai | Sri Lankan | 784-1991-8677871-0



PROFILE

To obtain a position that will enable to contribute strong organizational skills, prior work experience, and ability to work well with people. Skilled in numerous financial and accounting fields with the ability to handle financial operations effectively and processing the confidence to work as part of a team or independently.

SKILLS

Financial Forecasting	● ● ● ● ●	Financial Crime / AML	● ● ● ● ●
Administration Support	● ● ● ● ●	Computer Proficiency	● ● ● ● ●
Team Player	● ● ● ● ●	Customer Service	● ● ● ● ●

PROFESSIONAL EXPERIENCE

Nov 2022 – present	Data Entry Operator, Lotus Star Gift <ul style="list-style-type: none">• Maintains database by entering new and updated supplier account information• Supports the day-to-day transactions, including GRN (Goods Received Note)• Prepare price boards, conduct floor walk to focus on Price Boards & Bar Code.• Process GRN (purchase invoice/return) and follow up with Supplier and warehouse personnel.• Participate in annual stock checking• Entering supplier and account data from source documents within time limits• Maintain registers to ensure compliance with process audit	Al Ain, UAE
Jun 2016 – Jul 2022	Staff Assistant, National Savings Bank  <ul style="list-style-type: none">• Experience of working with financial crime• Good understanding of the KYC/AML lifecycle process• Experience in money laundering, EDD, regulatory infraction• Experience in sanctions related regulations.• Overall compliance support	Colombo, Sri Lanka
Jun 2013 – Jun 2016	Accounts Executive, El 89 Studios Private Limited  <ul style="list-style-type: none">• Maintain the general ledger operations• Reconcile invoices to purchase orders and bill customers• Cash Handling• Audit, process and pay vendor invoices in an accurate and timely manner.• Fixed Asset management and supervision• Prepare budget forecasts	Colombo, Sri Lanka

EDUCATION

Sep 2017 – Mar 2019	Intermediate in Applied Banking & Finance, <i>Institute of Bankers of Sri Lanka (IBSL)</i> 	Colombo, Sri Lanka
Sep 2015	Diploma in Computerized Accounting, <i>British Informatics of Computer Technology</i>	Colombo, Sri Lanka
Jan 2011 – Dec 2012	National Certificate for Accounting Technician, <i>Collage of Technology</i> 	Colombo, Sri Lanka
Nov 2010 – Jul 2011	Extension Course in English for Professional, <i>University of Peradeniya</i> 	Peradeniya, Sri Lanka

LANGUAGES PROFICENCY

English		Tamil	
Hindi		Sinhala	