

Ahamed Nasraf



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📍 Dubai, United Arab Emirates

🇱🇰 Sri Lankan

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PROFILE

Accounting professional versed in internal controls, taxation and business accounting practices. Focused on helping improve financial solvency with optimized systems and accurate forecasting. Diligent about auditing records and maintaining compliance standards. Energetic, results-oriented team-player eager to bring strong administrative skills to growing company in need of top-level support.

LANGUAGES

English	● ● ● ● ●
Hindi	● ● ● ● ●
Tamil	● ● ● ● ●

EDUCATION

Intermediate in Applied Banking & Finance,
Institute of Bankers Sri Lanka
Sep 2017 – Mar 2019 | Colombo, Sri Lanka

Diploma in Computerize Accounting,
British Informatics of Computer Technology
Sep 2015 | Colombo, Sri Lanka

National Certificate for Accounting Technician, Collage of Technology
Jan 2011 – Dec 2012 | Colombo, Sri Lanka

Diploma In English Language,
University of Peradeniya
Jul 2011 | Peradeniya, Sri Lanka

PROFESSIONAL EXPERIENCE

Lotus Star Gift, Administrative Assistant cum Cashier

Nov 2022 – Jan 2024 | Al Ain, United Arab Emirates

- Supports the day-to-day transactions
- Verifies and keeps records on incoming and outgoing shipments
- Keeping track of and managing orders in stores, warehouses and other facilities
- Process Good Receive Note & followup with supplier and warehouse personal
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Motivated professional with extensive experience in customer service, sales and administrative tasks.
- Handling petty cash, preparing bills and receipts. Maintaining accounting records, making copies, filing documents.

National Savings Bank, Compliance Assistant

Jun 2016 – Jul 2022 | Colombo, Sri Lanka

- Detect transactions in Financial Crimes
- Good understanding of the KYC/AML lifecycle process
- Experience in money laundering, EDD, regulatory infraction
- Conducted screening of clients to identify sanction, PEP and adverse media risks.
- Reviewed new customer accounts and verified customer identities.
- Established and implemented preventive measures for stopping fraud.
- Liaised with fraud victims, police and court officials in progressing fraud cases.

EL 89 Studios Private Limited, Accounts Executive

May 2013 – Jun 2016 | Colombo, Sri Lanka

- Manage all accounting transactions.
- Employed Microsoft Excel skills to organised and manipulate large data sets.
- Prepared and submitted VAT returns ahead of deadlines.

SKILLS

Compliance, Banking laws and Regulation	● ● ● ● ●
Financial Crime Investigations	● ● ● ● ●
Record-keeping and bookkeeping	● ● ● ● ●
Administration Support	● ● ● ● ●
Computer Proficiency	● ● ● ● ●
Team Player	● ● ● ● ●

CERTIFICATES

- Anti Money Laundering and Know Your Customer Training
- AML/CFT Compliance Programme

ADDITIONAL INFORMATION

- Visa Status: Visit Visa
- Visa Expiry : 08.04.2024
- Availability : Available to start immediately
- Reference : Available on request