








# AIYOOBKHAN ANZAF

BBA , AAT (SL) , CMA® (SL)

Detail-oriented and results-driven professional with a proven ability to handle complex financial data and provide accurate analysis. Possesses strong analytical skills, adept at identifying discrepancies and implementing effective solutions. Demonstrated proficiency in financial reporting, budgeting, and auditing. Committed to maintaining the highest standards of integrity and compliance within financial operations.

## CONTACT

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## PERSONAL DETAILS

Full Name : A.ANZAF  
Date of Birth : 29.10.2000  
Nationality : Sri Lankan  
Availability : Immediately

## SKILLS & COMPETENCIES

- Financial Analysis
- Budgeting & Forecasting
- Financial Reporting
- Auditing
- Taxation
- Compliance Management
- Data Analysis
- Risk Assessment
- Attention to Detail
- Problem-Solving
- Interpersonal Communication
- Team Collaboration

## WORK EXPERIENCE

### Accountant

06.2023 - 03.2024

#### IMRAN CONSTRUCTION, Adelaide SA

- Managed accounts payable and receivable, ensuring accurate and timely processing of invoices and payments.
- Prepared monthly financial statements and reports for management review.
- Conducted budget analysis and provided recommendations for cost-saving measures.
- Assisted in payroll processing and employee expense reimbursements.
- Reconciled bank statements and maintained accurate financial records.
- Collaborated with project managers to track project expenses and ensure adherence to budget.

### Accountant

06.2022 - 05.2023

#### HYDRA TRADING COMPANY COLOMBO, SRI LANKA

- Managed the posting of journal entries, ensuring accurate recording of financial transactions.
- Updated financial statements regularly to provide real-time insights into the company's financial health.
- Maintained accounts receivables and payables, reconciling discrepancies and ensuring timely payments.
- Oversaw the monthly payroll process and coordinated with employees for day-to-day transactions.
- Played a pivotal role as an executive in the territory of the business, contributing to strategic decision-making and operational efficiency.

### Account Planning (Audit Trainee)

06.2021 - 07.2022

#### JAWAAMIL ASSOCIATES, SRI LANKA

- Completed an incentive residential training course covering basics of bookkeeping, tax, audit, and interview skills, enhancing foundational knowledge in financial practices.
- Gained valuable experience through a couple of weeks' audit assignments at various NGOs, with responsibilities spanning several areas of the balance sheet and involving investigative work.
- Demonstrated understanding of the business environment and the importance of information in strategic planning and controlling.
- Conducted thorough investigations of received accounts by meticulously referencing materials and records provided by clients.

EDUCATION

2019 - 2023  
**BBA in Management Degree**  
IIC University of Technology,  
Cambodia

2020  
**High School Secondary Education**  
[Dharul Hasanath , Sri Lanka

2016  
**High School Education**  
[Musali National School , Sri Lanka

SOFTWARE PROFICIENCY

- Microsoft Excel
- QuickBooks
- Accpac
- Tally ERP
- MYOB

LANGUAGE PROFICIENCY

**English**  
Full Professional Proficiency

**Tamil**  
Native

**Sinhala**  
Conversational

- Proficient in preparing draft financial statements, including financial position, comprehensive income statement, changes in equity, and cash accounts, adhering to accounting standards.
- Ensured accuracy and integrity of transaction records by meticulously checking corrections and cross-checking data.
- Successfully managed day-to-day double entries using accounting packages, maintaining organized and up-to-date financial records.

CERTIFICATIONS

**Diploma in Computerized Accounting Package (Tally, Quick Book, Accpac and MYOB)** 2023 - 2024  
Global College of Computer Studies  
(Registered under Tertiary & Vocational Education Commission)

**Certified Management Accountant in managerial level (Reading)**  
Hallam City Campus, Anuradhapura, Sri Lanka

**AAT Passed Finalist** 2018 - 2020  
Dharul Hasanath Academy, Warakapola, Sri Lanka