



M.S NIZAM MOHAMED

ACCOUNTANT



PROFILE INFO

I'm an experienced financial analyst with expertise in financial statement preparation, budgeting, and forecasting. Specializes in providing comprehensive financial management services to individuals and businesses, including tax planning and budgeting. Also worked on various business consulting projects, including market analysis and cash flow projections. Additionally, knowledgeable in financial risk management, Investments, insurance, retirement planning and financial software applications.



WORK EXPERIENCE



Ceylinco insurance company Ltd Sri Lanka as Accounts Executive 1992-2020 and Branch Operations Executive

More than 29 years of experience.

Works directly with clients to learn their goals and establish how the company can meet them. Helping clients understand the limits of their budget or resources and consistently meeting project deadlines laid out by the Client.

- Communicating with clients and gathering information about a project's scope, budgets and timelines
- Meeting with other executives to discuss clients' project goals, progress and outcomes
- Developing budgets and timelines for clients and the company they work for
- Coordinating teams to meet project milestones
- Assembling new teams to meet clients' or businesses' goals
- Reporting and recording all sales activities in a web-based CRM system
- Qualifying inbound leads and prospects via phone and email
- Organizing regular client meetings to ensure excellent customer service
- Prospecting new sales by cold calling businesses
- Holding virtual demonstrations with an end goal of earning a prospect's business
- Preparing and presenting proposals and bids
- Negotiating terms and conditions with clients
- Collaborating with key decision makers to identify opportunities and develop ideas that deliver sales results
- Uncovering and understanding a company's needs
- Attending trade shows and hosting customer events



CONTACT



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Email

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Kandy



EDUCATION



Higher National Diploma

Sri Lanka Advance
Technical college



Diploma in English Language

Advance Technical
College



LANGUAGE

- English
- Sinhala
- Tamil



**Buhman enterprises as a Group
Accountant**

2021-2022

Enhancing a company's performance by building strategies to implement projects. Leadership role for their company by communicating deadlines, requirements, and other client goals to other employees. Collaborate closely with clients to help them fully understand the services and the work the client needs to be completed.



**Manager Accounts and
Administration Manager
C B H Lands and real estate
investment**

2022-2023

More than One Year of experience in Corporate and Property Accounting in both Multifamily and Commercial real estate. Also responsible for all the daily financial operations of the company including cash management, reporting, budgeting, and forecasting in accordance with GAAP and organizational policies and strategies

- Handling day to day bookkeeping activities including monthly closures
- Finalizing the financial statements in accordance with IFRS
- Knowledge of bank and supplier Reconciliation
- Knowledge of Tax and VAT
- projects site petty cash processing
- preparation monthly and up to final accounts



MY SKILLS & EXPERTISE

- Written and verbal communication skills
- Organization skills
- Time management skills
- Teamwork skills
- Multitasking skills
- Budget management
- Sales skills
- Account management
- MIS reports view



MY REFERENCE

MR Nilanga Ranaweera

Manager Life insurance
Lanka orex insurance co ltd,
Katugastota road
Kandy

077719573

Mr Anura Randeni

Accountant
Ceylinco life insurance ltd,
Bandarawela

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