



# TUAN AQEEL JUMATH

## Contact

Sharjah, UAE

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## Languages

- English
- Sinhala
- Malay



## Skills

- Microsoft Office 365 applications
- Experience in Bookkeeping softwares such as Intuit Quickbooks online and Xero
- Data Visualization
- Strong math, typing and computer skill

## About Me

A result-oriented professional with over 10 years' experience. Unique combination of skill and professional qualifications with a pro-active mindset. Age 33.

## Education

- CIMA
- Diploma in Computerized Accounting-Tally ERP9, MYOB, Quickbooks, Xero
- Certificate in Project Management
- Certificate in US Federal Taxation
- Edexcel London Tests of English

## Work Experience

- **H-Connect International Pvt Ltd**  
2019-2023  
**Associate Manager - Finance Operations**
  - Overseeing employees to help improve productivity and performance based on KPI.
  - Setting up payments and fund transfers.
  - Accounts Payables / Receivables and General Ledger recording.
  - Bank and credit card reconciliation.
  - Revenue Assurance.
  - Cash flow forecast and budget.
  - Preparation of Financial Statements.
  - Payroll and Tax filing.
  - Aging analysis.
  - Recurring billing and Subscription management.

- **WNS Global Services Pvt Ltd**  
2017-2019  
**Lead Associate - Finance Operations**
  - Preparation of Month end / quarterly and annual Journals and processes relating to General Insurance.
  - Performance of general ledger reconciliations.
  - Balance sheet control.
  - Unreconciled balance investigation and clearance.
  - Monthly reports preparation on team's performance.
  - Handling weekly and monthly meetings with stakeholders.

- Excellent communication, research, problem solving and time management skills
- High level of accuracy, efficiency and accountability.
- Attention to detail.
- Ability to build relationships with internal and external stakeholders.



## Extras

- Business promotions.
- Performing Administrative tasks.
- Organising Team building and engagement activities.
- Performing Administrative tasks.



## Achievements

- Employee of the month - December 2019
- Employee of the month - December 2020
- Employee of the month - December 2021
- Employee of the month - March 2022

## Desert Crew Events, UAE

2013-2017

### Accountant General

- Preparing quotations, invoices, financial reports and payroll.
- Accounts payable & receivable.
- Preparing asset, liability and capital account entries by compiling and analyzing account information.
- Substantiates financial transactions by auditing documents.
- Summarizing current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Maintaining financial security by following internal controls.
- Preparing payments by verifying documentation, requesting disbursements.
- Reconciling financial discrepancies by collecting and analyzing account information.
- Contributing to team effort by accomplishing related results as needed.
- Cheque collection.
- Debt recoveries

## HSBC Electronic Data Processing

Lanka (Pvt) Ltd

2011-2012

### Customer Service Executive

- Achieving the monthly and annual targets set by the company.
- Providing correct and accurate information to the customers.
- Planning sustainable projects and process development activities.
- Handling customer inquiries and administration related work.
- Involve in cost saving projects.

## Providence Business Service (Pvt) Ltd

2010-2011

### Customer Service Executive /

### Assistant Team Leader

- Achieving the monthly and annual targets set by the company.
- Providing correct and accurate information to the customers.
- Planning sustainable projects and process development activities.
- Handling customer inquiries and administration related work.
- Involve in cost saving projects.