

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

Cake Talk Bakery LLC, Inventory Controller Cum Receiver
Dec 2023 – present | Dubai, United Arab Emirates

- Monitoring inventory levels and replenishing stock as needed.
- Liaising and negotiating with vendors and suppliers to ensure the quality of stock purchases.
- Coordinating the logistics of purchase orders, stock transfers, deliveries, tagging, and processing.
- Forecasting supply and demand requirements to ensure stock availability.

Lotus Star Gift, Administrative Assistant cum Cashier
Nov 2022 – Nov 2023 | Al Ain, United Arab Emirates

- Supports the day-to-day transactions
- Verifies and keeps records on incoming and outgoing shipment
- Process Good Receive Note & followup with supplier and warehouse personal
- Handling petty cash, preparing bills and receipts. Maintaining accounting records, making copies, filing documents.

National Savings Bank, Financial Crime 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.

🧠 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: Employment
- Visa Expiry : 10.05.2026
- Availability : One Month Notice
- Reference : Available on request