

MAHMOOD RIZVAN

No: 2C, Jayawardane Place, Dehiwela.

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PROFILE

Qualified, experienced and passionately driven accounting professional with expertise in financial reporting, planning and analysis. Equipped with knowledge and experience in field of accounting, administration, operations and procurement. Skilled in ensuring financial & operational KPIs are met by streamlining processes and improving reporting methods. Technical proficiency in Tally, AMD and MS Office Suite.

PERSONAL PARTICULARS

Gender	: Male	Nationality	: Sri Lankan
Date of Birth	: December 28 th 1992	Civil Status	: Married

EMPLOYMENT EXPERIENCE

YM Group of Companies (Oman)

Senior Accountant (2018 April to Present)

- Handling debtors and creditors of YM companies and providing reports to the management.
- Providing reports to the management on insurance claim rejection trends.
- Involve in payroll preparation.
- Maintaining debtors aging analysis for YM companies.
- Prepared yearly budgets at department level.
- Preparing analytic reports on different cost reduction methods related to procurement department while ensuring the quality standards are met.
- Preparation of cheques and bank transfers for YM companies while managing the cash flow position of the company.
- Computing rewards for employees.
- Conducting reconciliations on financial accounts.
- Involved in stock audits to ensure departments stocks are maintained according to company standards.

Synergen Health (Pvt) Ltd.

Assistant Team Lead (2017 March to 2018 April)

- Handled 4 key clients and overseeing 2 clients of the organization.
- Worked on onboarding 6 Revenue Cycle Management clients.
- Prepared 120 plus reports and researches to the clients on yearly basis.
- Analyzing and forecasting revenue, account receivables etc.
- Conducting market research and providing continues feedback to the clients to improve services.
- Provided reports to the management weekly and monthly basis.
- Overseeing and leading 23 employees to perform effectively and efficiently.

Senior Operation Analyst & Operational Analyst (2015 March to 2017 March)

- Handled patients and doctors accounts.
- Performed collections on receivables.
- Coordinating with the clients and working on client quarries.
- Prepared reports on Accounts receivables and reporting to the management.
- Played the Project coordinator role within the team.

Dehiwela Ahadiyya School (Sunday school)

Chief Administrator (2011 September to 2018 April)

- Responsible in communicating with internal and external individuals and handled documents related to policies and procedures.
- Preparation of annual accounts.
- Recruitment, retention, interviewing of staff and providing training.
- Worked as Project Manager in various projects.

Sinwa Holdings (Pvt) Ltd.

Accounts Trainee (2011 October to 2012 July)

- Preparation of bank reconciliations, petty cash statements, factoring statements etc.
- Conducted analysis on debtor's outstanding balance.
- Maintaining VAT receivable accounts.
- Worked in internal audits.

ACADEMIC QUALIFICATIONS

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|---|--|
| ▪ BBA (Hons) Business Management
- Second Upper Class | Sheffield Hallam University (UK)
(January, 2015) |
| ▪ G.C.E Advanced Level Examination
Commerce Stream – 1B and 2C's | Isipathana College, Colombo 05.
(August, 2011) |
| ▪ G.C.E Ordinary Level Examination
- 4 A's, 2 B's, 3 C's | Isipathana College, Colombo 05.
(December, 2008) |

PROFESSIONAL QUALIFICATIONS

- **Chartered Institute of Management Accountants, UK**
 - Operational Level –
(CIMA Diploma in Management Accounting) – Completed in November, 2013
 - Managerial Level –
(CIMA Advanced Diploma in Management Accounting) – Currently in this stage.
- **Association of Accounting Technicians, SL**
Passed finalist - Completed in July 2010

EXTRA CURRICULAR ACTIVITIES

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|---|-----------|
| ▪ Participated Synergen Toastmaster Programme | - 2017/18 |
| ▪ Member of the Faculty of Business Community SLIIT | - 2013/14 |
| ▪ Junior Prefect of Isipathana College | - 2011/12 |
| ▪ Assistant Games Captain | - 2011/12 |
| ▪ House Captain | - 2010/11 |
| ▪ President of the Islamic Society | - 2010/11 |

SPORTS

- | | |
|--|---------------------|
| ▪ Represented the Isipathana Scrabble Team | - From 2002 to 2008 |
| ▪ Represented the Colombo Colts Cricket Club | - From 2007 to 2008 |

OTHER SKILLS

Language skills

- English - Possess IELTS 8 Band (Fluent in reading, writing and speaking)
- Sinhala - Fluent in reading, writing and speaking
- Tamil - Fluent in speaking
- Arabic - Basic speaking ability

Computer Skills

- Highly Proficient in Microsoft Office Applications (Word, Excel, PowerPoint, Outlook etc.)
Competent in Internet & E-mail Usage.

Possess a valid driving license in Sri Lanka and Oman

I hereby, declare that the information provided above is true and accurate to the best of my knowledge.