

Ensure proper Cost Allocation and Coding for Manpower, Material, Outside Services, Sub-Contracts etc. and make rectification if necessary.

Assist the Budget and Const Control Manager in the administration and control of the overall company annual budget.

Prepare Reports and Minutes of Meetings on various Budget and Cost Control activities and Handle other business correspondences independently on demand.

1994 to 1996

Dutch Lanka Trailer Manufactures (Pvt) Limited, Colombo, Sri Lanka

Sales Executive

Coordinate sales activities between Senior Sales Managers and the clients. A high degree of marketing responsibilities were also handed to me, including market research, market survey and business promotional activities.

Handle all business correspondences independently and coordinate with suppliers for material procurement – national and international and assist bid preparations.

Tendered resignation, to better career prospects overseas.

EDUCATION

1992 to 1993

Worldwide Educational Institute “WEI” (Affiliated to the Ambassador College, TX, USA) under expatriate lecturers from USA, UK, Canada, Australia & Italy.

Diploma in Business Administration & Accounting

Business Administration, Business Accounting, Business Writing and Research, Computer Application to Business, Business Communications & Correspondence, Public Speaking, World History 20th Century, Principles of Success, Character Building and International Working Environment.

1987 to 1991

Zahira National College, Sri Lanka

Passed the General Certificate of Education (Advance Level) Examination in the following subjects with successful results:

Accountancy

Commerce & Finance

Economics

Geography

1977 to 1987

St. Mary’s College, Sri Lanka

Completed the General Certificate of Education (Ordinary Level) Examination with successful results:

Computer Literacy **Oracle Projects:** Oracle Financial Express, Oracle Financial Analyzer, Oracle Project Costing and Budgeting, Oracle Accounts Payable, Human Resources Management System and other internal office Network Systems.

Payroll Systems: Right Human Resources and Payroll Management System

High proficiency in handling software packages such as Ms Excel, Ms Word, Ms Power Point & Ms Access etc.

On the job Training & Qualifications Followed CIMA first Stage. Due to career opportunities overseas, it was abandoned.

Attended many seminars and workshops on the job such as Sales Excellence, Budget Preparations, Project Costing Implementation, Glossary of Accounts, GL Code Combinations and various other career-related programs.

Languages Ability to communicate fluently in English in all forms, and working knowledge in Arabic except reading and writing.

Interests Always wanted to innovate something new and lucrative

Treasuring of Antiques, (old vehicle lover e.g. Willys, Volkswagons)

Music, Travelling, Reading Books

Beliefs Together Everyone Achieves More (TEAM WORK)

Duty first; friendship after duty.

Community & Extra Curricular Activities Was a guest lecturer at WEI for undergraduates

Active member of Alumni Association WEI

Affiliate member of the Center for Islamic Studies

Was the President of the Nawalapitiya Youth Club from 1994 to 1996

Vision 2015 & and

Career In year 2020 – A well – known highly professional businessman (employer / employee) to ensure job security for minimum 100 employees while providing quality solutions to customers, and meeting the primary objective of business “Profit”.

Family & Social An accepted leader in the family, well respected citizen in the country and a model for the future younger generation.

Reference Mr. Samir R. Yassine – Regional Manager – IKK Group – Mobile: 050 668 3112
 Mr. Riyad Maharissi – Budget & Cost Control Manager – Saudi Binladin Group – Mobile: 065 663 4323