

ISAM KABBANI GROUP OF COMPANIES Head Office: P.O. Box 5338 Jeddah 21442 Kingdom of Saudi Arabia Mobile: (+966) 50 753 8486 TP Office: (+966) 2 627 2324 Fax: (+966) 2 627 8766 Email : <u>mrmrizan@gmail.com</u> Prepared on Tuesday, March 24, 2015

## **Mohamed Rizan**

Date of Birth : Marc	ch 19, 1970	Sex	: Male
Nationality : Sri Lankan		Marital Status	s : Married
Personality : Soci	al	Iqama Status	: Transferable
	Motto: "Nothing is Imp	ossible"	
	CAREER HISTORY		
2002 to Present	Isam Kabbani Group of Companies, Head Office, Jeddah, Saudi Arabia		
	Accountant (2002 – Present)		
	Prepare and control Unbilled R Payments, Ageing, Percentage possible shortcomings and pre review.	e of Completion	and Back-Log Reports. Rectify
	Actively participate in the deve such as Balance sheet, Income	•	ompany's Financial Statements sh Flow, Annual Budget etc.
	Prepare, process and follow up	payments of in	voices.
	Complete knowledge and hand Management and Accounting F		in the field of Payroll
1996 to 2002	Saudi Binladin Group Operation & Maintenance, Head Quarters, Jeddah, Saudi Arabia		
	Budget & Cost Control Accountant		
		proposals, prep	jects and departments; study and are recommendations and submit he necessary approvals.
	Ensure proper implementation procedures, compare actual ex prepare reports and submit to t making.	penditures with	budget, analyze variations,

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	<b>Oracle Projects:</b> 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		