

MOHAMED RAMLAN

Bachelor of Business Administration in Accounting
Accounting Professional



CONTACT

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PROFILE

- Name : M.F.M RAMLAN
- Date of Birth : 17.12.2001
- Nationality : Sri Lankan
- Passport No : N9138392
- Resident Id : 2634669556

SKILLS

- Strong Analytical Abilities
- Attention to Detail
- Excellent Communication Skills
- Leadership and Mentoring
- Adaptability and Problem-Solving
- Time management

ERP SYSTEMS

- Xero
- Microsoft Dynamics
- Odoo
- QuickBooks
- Oracle Fusion
- Zoho

REFERENCE

Can be Provided upon request

SUMMARY

Detail-oriented accounting professional with over three years of experience specializing in accounts payable, accounts receivable, and invoice processing. Skilled in managing full AP/AR cycles, vendor reconciliations, and month-end closing procedures. Committed to ensuring financial accuracy and available for immediate placement.

PROFESSIONAL EXPERIENCE

Accountant

- Data Accuracy:** Recorded daily financial transactions in accounting software with 100% accuracy.
- AP/AR Management:** Managed full-cycle Accounts Payable (AP) and Accounts Receivable (AR) to ensure steady cash flow.
- P2P Cycle:** Verified three-way matching of purchase orders, receiving reports, and vendor invoices.
- Invoicing:** Prepared and distributed accurate customer invoices and credit memos in a timely manner.
- Aging Analysis:** Analysed AP/AR aging reports and conducted proactive follow-ups on overdue payments.
- Bank Reconciliation:** Matched bank statements with internal ledgers to identify and resolve all discrepancies.
- Fixed Asset Management:** Managed the asset lifecycle including acquisition, depreciation, and disposal entries while maintaining the fixed asset register.
- Journal Entries:** Prepared and posted monthly adjustments for accruals and prepayments.
- Audit Support:** Maintained organized financial records and supported year-end audit preparations.
- ERP Proficiency:** Utilized diverse systems (Xero, Dynamics, Odoo) to automate daily bookkeeping tasks.

Raw Premium Group - Phuket, Thailand Nov 2024 - Aug 2025

Medrar International - Riyadh, KSA May 2023 - Nov 2024

Kandoori Food Services - Colombo, Sri Lanka Nov 2021 - Feb 2023

EDUCATION & CERTIFICATIONS

Bachelor of Business Administration in Accounting

Lincoln University College, Malaysia (LUC)

Higher Diploma in Computing & Software Engineering

ICBT Campus | 2022 - 2024

GCE Advanced Level Examination - 2020

Al- Humaisara National School, Kalutara

- Accounting - A (Distinction Pass)
- Economics - A (Distinction Pass)
- Business Studies - B (Very Good Pass)