

[www.linkedin.com/in/JanulSiddiq](https://www.linkedin.com/in/JanulSiddiq)

## JANUL SIDDIQ

Corporate finance professional with over 3 years of experience as a Bank Teller, Account Executive & Settlement Officer. Experienced in managing high-volume daily transactions, maintaining accurate account records, and performing account reconciliations. Expertise in cash handling and payments processing. Currently pursuing ACCA certification.

### KEY TECHNICAL SKILLS

- Accounting System Software's (FISERV Teller System, AS400, Roquant)
- Financial Reporting & Auditing
- Account Balancing & Reconciliation
- Payroll Processing
- Microsoft Office
- Fraud Monitoring & Risk Analysis
- Banking Regulations
- Currency Handling

### EDUCATION

#### **Applied Knowledge Level**

Association of Chartered Certified Accountants (ACCA)– UK accredited  
JUN 2023 – Expected 2026

#### **Higher National Diploma in**

**Accounting & Finance** - AAT Business School - Sri Lanka  
JUN 2022 – JUN 2024

#### **Diploma in Accounting & Finance -**

The Association of Accounting Technicians (AAT) Sri Lanka  
JAN 2018 – JUL 2019

### CERTIFICATIONS

Certificate Course in Computerized Accounting for SME (QuickBooks, Tally) Present - 2025

### WORK EXPERIENCE

**Accounts Assistant - Q Express Trading Contracting and Services** | Doha, Qatar  
NOV 2024– Present

- Maintain cash drawer and ensure all transactions are recorded correctly.
- Handling Petty Cash, updating daily financial reports and assist the senior accountants.
- Support in managing accounts payable and receivable.
- Prepare and process invoices, receipts, and payments.
- Assist with daily accounting operations, including data entry and transaction recording.

**Bank Teller - Commercial Bank** | Colombo, Sri Lanka

AUG 2023 – OCT 2024

- Processed 100+ daily transactions, including cash deposits, cheques, loans, and credit card payments.
- Balanced cash drawers and cheques accurately and prepared reconciliation reports using AS400 and the Fiserv Teller System.
- Verified 80+ checks daily for endorsements to ensure compliance with legal and banking requirements.
- Collaborated with the Officer and team members to identify & report cash discrepancies and take prompt action adhering to company policy.
- Opened 100+ corporate, savings, and fixed deposit accounts, boosting fixed deposit uptake by 25%

**Accounts Executive - Voigue Pty. Ltd** | Colombo, Sri Lanka (AUS Based)

MAR 2023 – JUL 2023

- Monitor daily financial operations (payroll, invoicing, transactions) with 100% accuracy.
- Process payments, maintaining high accuracy and avoiding late fees.
- Stay informed on financial regulations and best practices, ensuring full compliance.
- Perform other related ad-hoc duties as assigned.

**Settlement Officer - Helios Ventures Pvt Ltd** | Colombo, Sri Lanka (SIN Based)

DEC 2021 – FEB 2023

- Managed receipt creation, journal entries, and monthly financial statements in the Roquant ERP system, ensuring SLA compliance.
- Assisted with company registrations and opening bank accounts while maintaining regulatory compliance.
- Maintain 10+ client accounts coordinating invoice issuance and collection ensuring an efficient follow-up system.
- Calculate employee salaries, incentives, and bonuses for a team of 20+ employees, ensuring 100% accuracy in payroll processing.
- Supported monthly closing activities and provided data for financial reports and audits.