



K.A PRAVEEN MADHAVA

Professional Summary

I have three years and ten month experience in accounting field. My role was accountant. That is, prepare balance sheets, profit and loss statements and other financial reports. Taxation, auditing, AR, AP, Accountant duties and responsibilities include analyzing trends, costs, revenues, financial commitments and obligations to forecast future revenues and expenses.

Contact

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- Nationality : Sri Lankan

Skills

- Bank Reconciliation
- Bookkeeping
- Financial Analysis
- Financial Reporting
- Accounting Training
- General Ledger Entries
- Financial Statements
- Cash Flow Management
- Accounts payable & Receivable
- Payroll Administration
- Auditing
- Stock Counting

Education

January 2020 – January 2022
American Institute of Computer Technology, Sri Lanka.

- **Advanced Diploma In Business Management**

January 2020
British Way English Academy, Sri Lanka.

- **Diploma In English**

August 2019
Dharmapala Vidyalaya - Pannipitiya, Sri Lanka.

- **High School Secondary**

Institute Of Chartered Accountants of Sri Lanka.

- **CA Partly Qualified & Following**

Languages

- **English - Beginner**

Work Experience

Accountant - August 2022 - December 2023

Brown Grow (Pvt) Ltd, Kelaniya, Western Province

- Maintained detailed records of all financial transactions including journal entries and account reconciliations.
- Performed reconciliations between bank accounts and internal ledgers.
- Maintained records. (Bank Book, Petty Cash)
- Managed accounts payable and receivable functions, ensuring timely payments of invoices.
- Developed monthly and annual financial reports for management review.
- Prepared accounting information, producing financial statements in accordance with accounting principles.
- Posted journal entries by compiling and analyzing accounts information.
- Managed accounts receivable and accounts payable, assisting with transactional-level tasks.
- Ensured accurate processing of payroll transactions including bonuses, overtime pay, garnishments.

Senior Accounts Assistant - February 2021 - July 2022

B A C K Balasuriya and Co.,(Audit Firm) Malabe, Western Province

- Reconciled bank accounts, verified invoices, ledgers and other accounting documents to maintain accurate records.
- Prepared and analyzed financial statements for management review, providing insights on trends and opportunities for improved performance.
- Leveraged advanced MS Excel skills to create automated reports that increased efficiency of data analysis process.
- Auditing.
- Stock Counting

Accounts Assistant - February 2020 - January 2021

B A C K Balasuriya and Co.,(Audit Firm) Malabe, Western Province

- Reconciled bank accounts, verifying accuracy of cash receipts and disbursements.
- Performed analytical reviews of client information, identified discrepancies, and made recommendations for resolution.
- Communicated effectively with clients via phone calls, emails and letters.
- Assisted in preparing financial statements for audit engagements and reviewed them for accuracy.
- Participated in training sessions designed to improve technical skills related to auditing processes.
- Checked and inspected accuracy of accounts receivable and payable ledgers.
- Maintained accurate records of auditing activities including work papers, schedules and summaries.