



PIYUMINI DULANGA

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piyuminidulanga8@gmail.com

Al Nadha, Sharjah

PERSONAL DETAILS

Name in Full : Piyumini Dulanga

Date of Birth : 28.05.1994

Nationality : Sri Lankan

Gender : Female

Visa Status : Own Visa

SKILLS

- MS office
- Computer and technical accounting skills
- Time Management
- Self-motivated
- Cash Handling
- Team Player
- Fast Learner

LANGUAGES

English

Sinhala

PROFILE

I am looking forward to obtain a challenging job and rise up to higher position in relevant field by utilizing my skills, attitudes, knowledge and experience to attain of personal and organizational goals.

EMPLOYMENT HISTORY

SUPPORT STAFF

WOODLEMPARK SCHOOL, AL QUASIS

JANUARY 2024 – DECEMBER 2024

- Maintain safe and secure transportation environment for students.
- Monitor student behavior while they are in the bus and ensure they abide by safety rules.
- Ensure buses arrive at destinations on time and adjust route as needed.
- Inspect and maintain buses on a regular basis.
- Help students board and exit buses in a safe manner.

CASHIER

GREEN LAND HYPERMARKET, SATWA, DUBAI

MAY 2023 – DECEMBER 2023

- Ensure pricing is correct.
- Collect payments whether in cash or credit.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Resolve customer complaints, guide them, and provide relevant information.
- Greet customers when entering or leaving establishment.
- Maintain clean and tidy checkout areas.
- Provide excellent customer service to ensure satisfaction.

ACCOUNTS ASSISTANT

CAMSO LOADSTAR (PVT) LTD, SRI LANKA

2020 – 2021

- Processed company documentation, such as invoices and payment checks.
- Completed the general ledger with payroll entries.
- Analyzed SAP data for accuracy.
- Provided detailed accounting reports for administrators and clients.
- Managed the petty cash transactions.
- Prepared the financial reports.

AUDIT TRAINEE

EY CHARTERED ACCOUNTANTS, SRI LANKA

2015 – 2016

- Supported Audit Senior/ Assistant Manager to collate and analyze data to detect deficient controls, duplicated efforts,

fraud, non-compliance with regulations and management policies.

- Worked Along with Audit Senior / Manager to inspect and conduct fixed asset verification in an effective and efficient way.
- Checked client's financial statements to ensure proper accounting of all income and expenditure.
- Handle merchandise returns and exchanges.
- Operating scanners, scales, cash registers, and other electronics.
- Worked as part of a team by contributing to research, data collection and analysis as well as assist in the completion of an audit job within agreed timescales, budget and in accordance Audit Standards.

EDUCATION QUALIFICATION

- **Business Level II,
Institute of Chartered Accounts of Sri Lanka**
2014 - 2019
- **BBA Accounting and Finance (special)**
University of Ruhuna, Sri Lanka
2016 – 2021
- **G.C.E. Advanced Level Examination - 2014**
Thelijjawila Central College, Thelijjawila, Matara , Sri Lanka
Commerce Steam

REFEREES

- Available upon request