



Dulaj Madushan (Accounts Executive)

Mobile: +971 557909718

Email: dulajmadushan1994@gmail.com

LinkedIn: [Dulaj Madushan](#)

Address: Jumeirah 01, Dubai

Visa Status: Tourist Visa

Motivated and dedicated Finance Professional with hands-on experience in managing all facets of accounting and finance, general management, B2B sales, marketing, financial reporting, and budgeting, for top-tier organizations”

PROFESSIONAL SUMMARY

A self-driven, enthusiastic, and highly motivated **Accounts Executive** with Competitive, astute, and dedicated professional, offering diversified and in-depth experience executing the full spectrum of the accounting cycle, financial reporting, budgeting and forecasting, account reconciliation, quality assurance, stakeholder engagement and communication, operations administration, project management, and auditing. Extensive 5+ years of experience in managing financial accounting and management accounting functions for entities in the Sri Lankan Employers an energized, participative management style encouraging motivation, teamwork, approachability, empowerment, and accountability.

AREAS OF EXPERTISE

Financial Operations Management | Accounting & Auditing | Senior Management Reporting | Audit Management
Taxation | Accounts Payable/Receivable | Cash Flow Administration | Advanced Excel | Account Management
Microsoft Office Suite | Reporting & Documentation | Process Improvement | Budgeting & Forecasting | GAAPs
Corporate Tax Preparation | Regulatory & Compliance Management | Accounting & Finance Management
Exceptional Communication Skills | Project Management | Standards on Auditing (ISA) | Profit & Loss Management
Coaching & Mentoring | Stakeholders Negotiation | Conflict Resolution | Exceptional Communication Skills
Administrative Support | Verbal/Written Communication | Team Building & Leadership | Time Management

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Bachelor's in Business Administration (Economics) Special <i>University of Colombo, Sri Lanka</i>	2016-2019
Final Stage (Business Level) <i>Institute of Chartered Accountants of Sri Lanka</i>	In Progress
IBSL- Stage 1 <i>Institute of Bankers of Sri Lanka</i>	In Progress

PROFESSIONAL EXPERIENCE

Accounts Executive Wayamba Advertising Company (Pvt) Ltd	01/2022 – 04/2024 Kurnegala, Sri Lanka
---	---

- Controlling cash books, bank books, and petty cash and coordinating with the bank regarding foreign inward and outward remittance and preparation of monthly Bank Reconciliations manually.
- Perform routine accounting tasks such as journal entries, account/bank reconciliations, Balance sheets, P&L, and GL transactions, ensuring the accuracy and timeline of the month-, quarter-, and year-end closures.
- Daily Purchasing of their requirements and Stock handling. (Advertising company and offset printing company)
- Collect details necessary for internal/external audits in several nations while facilitating the Corporate Controller and Chief Financial Officer in all accounting processes.
- Enhance month-end close times by reconciling GL and subsidiary accounts, finalizing journal entries, and creating several financial reports in accordance with standards and laws.

PROFESSIONAL EXPERIENCE (Contd....)

Accounts Assistant
Litro Gas Lanka Ltd- Matara

12/2020 - 12/2021
Matara, Sri Lanka

- Streamlined payments via automated lockbox, A/R, and non-A/R cash receipts, recorded bank transactions, applied customer payments, produced credit/debit notes and analyzed variances.
- Reviewed and approved information from expenditure reports as per requirements.
- Clarified all A/P calls regarding vendor payment status, examined vendor invoice inconsistencies, assisted with month-end and account reconciliations, supported internal/external audits and supplied information.
- Steered timely delivery of financial statement packages to senior management, business divisions, and departments by the stated deadline.
- Arranging supplier payments in a timely manner and accurately processing receipts for cash and credit sales invoices. (handling accounts receivable (AR) and accounts payable (AP) functions).
- Updating all ledger accounts and journals consistently, completely, and accurately.

Accounts Assistant
Sierra Construction (Pvt) Ltd

06/2018 - 10/2020
Colombo, Sri Lanka

- Posted daily transactions and prepared the monthly Profit and Loss, Balance Sheet, and Cash Flow statement.
- Custodian of the Petty Cash account, monitored daily bank balances and prepared bank reconciliations and cash projections on a weekly basis.
- Prepared monthly cash projections and reconciliations and resolved issues on a tight schedule to ensure timely delivery of supplier payments.
- Liaised with external and Internal auditors to ensure the completion of audits on time and provided required schedules and supporting documents when required.
- Assisted in preparing budgets and forecasts for the company in conjunction with the finance manager.
- Preparing invoices and purchase orders (PO) and checking GRNs and GDNs.

LANGUAGES

English – Professional Proficiency | **Sinhalese** – Native Proficiency

COMPUTER LITERACY

Microsoft Office Suite: MS Excel, MS Word, MS PowerPoint MS Outlook, MS Access | Google Suite | Internet & Email | QuickBooks | ERP | Accounting Software

PROFESSIONAL REFERENCES

Mr. Naveen Dilhara
Senior Manager
Deloitte Sri Lanka
No. 100, Braybrooke Place, Colombo 02, Sri Lanka

E-mail - ndilhara@deloitte.com
Mobile - +94 71 283 0138

Mr. Malinda Perera
HR Executive
Health Plus Investment
E 55, Warehouses Land, Sharjah

E-mail – malinda.perera38@gmail.com
Mobile - 0562453610

PERSONAL DETAILS

- | | |
|-------------------------|---|
| 01. Date of Birth & Age | - 24 th August 1994 / Age 29 |
| 02. Languages | - English & Sinhala |
| 03. Gender | - Male |
| 04. Marital status | - Married |
| 05. Nationality | - Sri Lankan |

DECLARATION

Currently I am on tourist visa in Dubai and I am willing to join with your company immediately.
I do hereby declare that the above furnished are true and correct to the best of my knowledge and belief.