

CHATHURANGANI UDESHIKA

Address : Salmeen building, Flat no 202,near zafran market,behind central jail, Ajman.
Email: :cuchathu@gmail.com
Mobile Number : +971551236421
Nationality: Sri Lanka | Passport Number : N10002069



PROFILE

Motivated and detail-oriented Accounts Assistant with 12 years of experience in maintaining accurate financial records. Successfully processed payroll, accounts payable, and accounts receivable for small to medium-sized businesses, ensuring compliance with accounting standards.

WORK EXPERIENCE

Senior Executive Accounts & Admin

01.08.2023 - present (promoted)

Sussex college network

- Monitoring all admin, accounts and cashiering works.
- Manage cash floats and ensure accuracy of all related records.
- Generate regular reports detailing daily collections and transactions.
- Customer handling & solving their problems.
- Training new employees.

Accounts Assistant

20.09.2010 – 31.07.2023

Sussex College Network

- Performing cashiering duties such as receiving payments, making change, and issuing receipts.
- Interacting and handling with customers in a friendly and helpful manner.
- Manage cash floats and ensure accuracy of all related records.
- Monitor and maintain inventory levels of textbooks, uniforms, and other stock items.
- Generate regular reports detailing daily collections and transactions.
- Prepare monthly reports analyzing stock usage and identifying trends or issues.

Accounts Assistant

20.01.2010 – 15.09.2010

Abans (Pvt) Ltd

- Perform cashiering duties and manage cash floats to ensure that all transactions are accurate and timely.
- Prepare daily and weekly collection reports that accurately reflect all payments received.
- Handle various forms of payments, including cash, credit card, and digital payments.
- Maintain organized records of all financial transactions to comply with accounting standards and regulations.

PROFESSIONAL QUALIFICATIONS

- Association of Accounting Technicians of Sri Lanka (AAT) Stage I, II
- Certificate course of computer applications

SKILLS

- Fluency in English.
- Analytical skills Time management.
- Expertise in Microsoft Excel and using advanced functions to manipulate data.
- Generate invoices and financial reports, and maintain accurate financial records.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with team members and clients.
- Ability to work with Cashier systems.
- Ability to work in under pressure.
- Facing the new challenges.

EDUCATION

G.C.E Advanced Level Examination ,Sri Lanka - 2006

Accounting -C , Economics - C ,Business Studies - C

G.C.E Ordinary Level Examination ,Sri Lanka - 2002

2B Passes, 4C Passes , 2S Passes

PERSONAL DETAILS

Date of Birth : 10-12-1986

Age : 36 Years

Gender : Female

NON RELATED REFEREES

Sqn/Ldr Anura Wijayasiri

Former Officer Commander

English language Training & Examination – Sri Lanka Air Force Former Principal Sussex College Network - Gampaha

159 Wathumulla, Udugampola.

Mobile Number : +94775043173

Ms. Thiloka Rajapaksha

Accountant

Sussex College Network

Gampaha 116/3, Kidagammulla, Gampaha.

Email : thilokasussex@gmail.com

Mobile Number: +94719765654, +94704800899