



CHATHURANGANI UDESHIKA

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.

Contact

🏠 Salmeen building, Flat no 202, near zafran market, behind central jail, Ajman.

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📞 +971 55 123 6421

✉ cuchathu@gmail.com

Personal information

Date of birth

10.12.1986

Gender

Female

Civil Status

Married

Nationality

Sri Lankan

Passport No

N10002069

Languages

English

Sinhala

Skills

- 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.
- Time Management

Experience

● Sussex College Network - Sri Lanka

Senior Executive Accounts & Admin | 01.08.2023 - 31.10.2024

- 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.

● Sussex College Network - Sri Lanka

Accounts Assistant | 20.09.2010 - 31.07.2023

- 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

● Cargills Food City (Supermarket) - Sri Lanka

Cashier & Sales Executive | 20/01/2009 - 15/09/2010

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.
- Maintaining a clean workspace.

Professional Qualifications

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

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

References

Sqn/Ldr Anura Wijayasiri

Former Officer Commander
English language Training &
Examination – Sri Lanka Air Force
Former Principal Sussex College
Network -
Gampaha
159 Wathumulla, Udugampola.

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Ms. Thiloka Rajapaksha

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