



# Sanjeewa Jansz

## CONTACT

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Al Buhaira Building, Block A, Al Nadha,  
Sharjah, United Arab Emirates.

## PERSONAL INFO

Birthday : October 22, 1977

Passport No. : N5441685

Marital Status : Married

## SKILLS

Communication

Problem Solving

Leadership

Team Work

Time Management

Interpersonal

Project Management

## LANGUAGES

English

Sinhala

## PROFILE

I am punctual and motivated individual who is able to work in a busy environment and produce high standers of work. Possessing the necessary experience in addition to excellent communications, interpersonal, analytical and conceptual skills I am seeking a challenging position that will provide me the opportunity to, utilize my skills, knowledge and competencies in order to achieve the organizational goals and objectives.

## WORK EXPERIENCE

### Accountant

Unibeton Ready Mix LLC, Dubai, UAE

From August 2007-Present

- Processing purchase invoices for Raw Materials and others and supporting for the internal audit queries.
- Preparing bill-wise payable details and aging details.
- Processing of supplier payments and preparation of Analytical Reports for Purchase of Material.
- Preparation of monthly Purchase Analysis Report.
- Preparation of monthly Average Rate Report
- Processing Monthly LC Invoices and preparation of Monthly LC Request to Treasury.
- Providing required purchase details a per management requirements in a prescribed format.
- Vendor reconciliation is done every month along with invoice processing.
- Preparing diesel sales invoices (for recoverable issues) and any other debit notes.

### Assistant Accountant

Transpac International (PVT)Ltd, Sri Lanka.

From February 2002 –July 2007

- Data recording and managing by using quick books.
- Maintaining the cash book and preparation of payment vouchers.
- Preparation of the creditors and debtors legers and following up with the debtors.
- Preparation of bank requirements (Telegraphic transfer, letter of credits)

### Accounts Clerk

Hotels Sofitel Doha Qatar

From April 1999 –July 2001

- Maintenance of Accounts payable ledger, Data Entry.
- Processing of payment vouchers
- Maintenance of Cash books and Auditing of bar sales.

## EXPERTISE

- Organization Skills
- Critical thinking
- Creativity
- Adaptability
- Negotiation
- Delegation
- Project Management
- Decision Making
- Perform work in the stressed
- Ability to work with different nationality

## COMPUTER LITERACY

- Accounting Software
  - QuickBooks
  - ERP
- Microsoft Office 360
  - Advanced knowledge in Excel formulas

## REFEREES

Rev.Fr Sriyan Ranasingha  
Our Lady of Fatima  
Colombo, Sri Lanka  
Mobile No 0722398400

Vikram Misra  
Operations Manager  
Unibeton Readymix, Doha Qatar  
Mobile No 55480478

## PROFESSIONAL QUALIFICATION

- Passed the **Final Examination of International Association of Book-Keepers(London)**.
- Completed a Certificate course in **Computer Applications IDM (Computer Studies (PVT)Ltd**.
- Completed a Certificate course in **A plus and Microsoft Visual Basic -Net Com in Canada**
- Completed a Certificate course **“Diploma in Computer Studies” –Aquinas College of Higher Studies**
- Completed a Certificate course in **Diploma in Computerized Accounting –Jayasekera Management Center (PVT)Ltd**.
- Completed a Certificate course in **Hardware Engineering-Jayasekera Management (PVT)Ltd**
- Completed a one-day workshop on **Computer Hardware –Jayasekera Management Center (PVT)Ltd**
- Completed a course in **in Diploma in Airline Ticketing Reservations and Marketing-International Airline Ticketing Academy**

## ACADEMIC QUALIFICATION

- General Certificate of Education (A/L) (OAC) *in Canada*.
- General Certificate of Education (O/L) –*St. Peter’s College, Colombo, Sri Lanka*.

## EXTRA CURRICULAR ACTIVITY

### SPORTS: CRICKET

- Played inter House matches for St. Peter’s College Colombo 4.
- Represented Lanka Lion Club in Doha Qatar.
- Played for Hotel Sofitel in Doha Qatar & was awarded as the **best fielder** of the Hotels Tournament.

SANJEEWA JANSZ