



**Anosha Senarathna.**

Account Assistant



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haasenarathna19@gmail.com



[https://www.linkedin.com/in/anosha-senarathna-b83a4b110?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=android\\_app](https://www.linkedin.com/in/anosha-senarathna-b83a4b110?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

## EXPERTISE

MS Excel



MS Word



MS Power Point



Balance Sheet



Language - English



## EDUCATION

### Purchasing Management - 2019

Ordinary Pass

ISMM - Sri Lanka

### Diploma in English-2014

Intermediate Level

Aquinas College - Sri Lanka

### Computer Application Assistant-2010

NVQ Level III

Beetaacom Computer - Sri Lanka

### G.C.E. Advanced Level-2012

Passed

Dept. of Examination - Sri Lanka

### G.C.E. Ordinary Level-2009

Passed

Dept. of Examination - Sri Lanka

## REFERENCE

### Ranjith Gunawardhana

(MD-Janahitha Engin. Pvt) Ltd.)

+94776938051(Whatsapp)

janahithamt@yahoo.com

### Anura Jayantha

(MD-Udawatta Super

+94777286044(Whatsapp)

## OBJECTIVE

I am very calm & honest person. I am an individual seeking an Office Assistant position at a Construction & Retail Company. That will allow me to learn the process. Actually I wanted to enhance my knowledge & capabilities by working in a dynamics organization that prides itself in giving substantial responsibility to new talent.

## EXPERIENCE

### Janahitha Engineering & Plantation Development (Pvt) Ltd.

**2020-2024** (It is a Metal Crusher, worked as an Account Assistant)

- Issue invoices to clients.
- Update accounts payable records.
- Perform reconciliations.
- Prepare and submit financial reports.
- Assist with day to day accounting tasks.

### Udawatta Super

**2016-2020** (It is a Super Market, worked as an Account Assistant)

- Manage cash transactions, ensuring accuracy in counting.
- Payroll calculation.
- Prepare and issue cheques for suppliers and services providers as per agreed terms.
- Check incoming goods against purchase orders and delivery notes to ensure accuracy.
- Maintain clear communication with customers and suppliers.
- Maintain accurate records of all petty cash transactions.

## SKILLS & HOBBIES

Travelling

MS Office

Leadership

Driving

Adaptable

Team Player

## BIO

Full Name : Hitihami Appuhamilage Anosha Senarathna

DOB : 19 September 1993

Gender : Female

Nationality : Sri Lankan

Marital Stat. : Single

Passport No. : N11485322

Visa Status : Visit Visa (Exp.06.11.2024)

**I certify that the particulars are submitted above are true and accurate.  
I hereby undertake to discharge my duties to best of my abilities.**

(Anosha Senarathna 07.09.2024)