

KAVISHINI NILUKSHI

ACCOUNTS EXECUTIVE | CASHIER

+971 52 567 5047

kavimkn98@gmail.com

Sedra 4, Salah Al Din, Deira, Dubai, UAE

<https://www.linkedin.com/in/magammanage-kavishini-nilukshi-043505215>



PERSONAL DETAILS

Name - M. K. Nilukshi
Birthday - 06-July-1998
Visa Status - Visit Visa

SKILLS

- Communication
- Customer Service
- Attention to Detail
- Time Management
- Teamwork
- Adaptability
- Multitasking
- Leadership
- Problem Solving
- Commitment
- EPR System Knowledge

EDUCATIONAL QUALIFICATIONS

- Bachelor of Management (Hons) in Accounting and Finance at University of National School of Management
- Final year of Bachelor of Management Studies at the Open University of Sri Lanka
- G. C. E. Advanced Level Examination
- G. C. E. Ordinary Level Examination

LANGUAGES

ENGLISH



HINDI



REFEREES

Can be provided on the request.

Detail-oriented Accounts Executive with strong financial management skills seeking to leverage expertise in accounts payable and receivable, financial reporting, and budgeting. Committed to enhancing organizational efficiency, ensuring compliance, contributing to overall financial success through accurate analysis and reporting.

EXPERIENCE

ACCOUNTS EXECUTIVE

YCG Packaging (PVT) Ltd.

Jul 2023 to Aug 2024

Sri Lanka

- Manage accounts payable and receivable processes, ensuring timely invoicing and accurate payment processing to maintain cash flow.
- Prepare monthly financial statements and reports, analyzing data to identify trends and support informed decision-making.
- Reconcile bank statements and resolve discrepancies promptly to ensure accurate financial records and reporting.
- Assist with budget preparation and financial forecasting, providing insights to enhance overall financial performance and strategic planning.
- Collaborate with auditors during financial audits, providing necessary documentation and addressing inquiries to ensure compliance and transparency.

COMPLIANCE & ACCOUNTS ASSISTANT

Richard Pieris PLC

Dec 2022 to Jul 2023

Sri Lanka

- Ensure adherence to regulatory standards by conducting regular audits and compliance checks across financial processes and documentation.
- Prepare and submit financial reports to regulatory bodies, ensuring accuracy, completeness, and compliance with applicable laws and regulations.
- Monitor financial transactions and operations for compliance risks, implementing corrective actions to address any identified issues promptly.
- Assist in developing and maintaining internal controls and compliance policies to enhance organizational effectiveness and mitigate financial risks.
- Conduct training sessions on compliance policies for staff awareness.

TRAINEE ACCOUNTANT

Victoria Groups

Nov 2021 to Apr 2022

Sri Lanka

- Assist in the preparation of financial statements and reports, ensuring accuracy and compliance with accounting standards and company policies.
- Support accounts payable and receivable functions by processing invoices, reconciling statements, and following up on outstanding payments.
- Help maintain accurate financial records and documentation to ensure transparency and facilitate audits and financial reviews.
- Participate in budget preparation and monitoring, providing insights and data to support effective financial planning and decision-making.