



Sanjeewa Jansz

CONTACT



+971 565440560



sanjeewa1011@yahoo.com



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



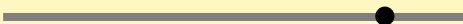
Team Work



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 standards 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 as 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 ledgers 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