



CHARITHA S. PERERA

ACCOUNTANT

OBJECTIVE

Dynamic and result-oriented accounting professional with over 12 years of extensive experience in financial operations, taxation, HR, and administration across Sri Lanka, Qatar, Saudi Arabia, and the UAE. Proven ability to manage accounting functions, streamline processes, and ensure regulatory compliance. Seeking to leverage my skills in a challenging and growth-oriented environment.

PROFESSIONAL EXPERIENCE

Senior Accountant /Head of HR & Admin

Leopard Trails (Pvt) Ltd – Bespoke Tented Camping Hotel

Jul 2024 – Present (On-site)

Aug 2021 – Nov 2023 (Remote from Saudi Arabia & UAE)

July 2013 – August 2021



Job Description

- Taxation-Submission of monthly, quarterly and yearly computation. (VAT, NBT/ Payee / WHT)
- Preparation and submission of weekly, monthly reports to the company top management. (Debtors/Creditors / P&L / Balance Sheet/ Cash Flow)
- Bank Reconciliation – 4 banks
- Preparation of Management Accounts. / Inventory Management
- All HR works & liaising With Auditor/ Company Secretary / IRD Department
- Review Debtors reports and sending reminders.
- Handle Account Payables and Receivables.
- Preparing Monthly Staff Salary – With ETF / EPF

ACCOUNTANT

November 2023 – Jul 2024

OGI Vessel Inspections - Dubai, UAE



ACCOUNTANT MANAGER

August 2021 – November 2023

Thbat Company for Development & Commercial Investment.

Saudi Arabia – Hospitality Industry



Assistant Accountant

May 2012 – May 2013

Village Trading Group – Doha - Qatar



Job Description

- Handle Account Payables and Receivables.
- Managing Petty Cash Transactions.
- Prepare weekly and monthly reports for the management regarding supplier Payable Forecasting payment reports & actual payment reports.
- Bank Reconciliation
- Developing Reports, Related to Balance Sheet, Cash Flow Statement, Income Statement, Suppliers Outstanding.
- Upload Invoices on System & Sales order processing

GET IN TOUCH

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#281, Thunnana, Hanwella.

PERSONAL INFO

DOB : 1987/10/10

GENDER : MALE

NIC# : 872840060V

NATIONALITY : SRI LANKAN

LANGUAGE PROFICIENCY

ENGLISH

SINHALA

COMPUTER LETERACY

Qbook / Sage / Myob / Tally

Ms Word / Excel / Power Point

Internet & Email / Outlook

PROFESSIONAL SKILLS

- Effective Time Management
- Multi-tasking
- Effective Teamwork
- Process Oriented
- Effective Communication
- Responsible
- Analytical Thinking
- Reporting

AREAS OF EXPERTISE

- Accounts Receivable / Payable
- Financial Accounting
- Bank Reconciliation
- Invoicing and Payments
- Petty Cash
- Department Coordination
- People Management
- Banking Operations
- Liaising with Labor Department
- VAT / NBT / PAYEE / WHT
- ETF / EPF
- HR Related Works
- Liaising With Auditors
- Liaising With Company Lawyer
- Liaising With Company Secretary
- Liaising With Inland Revenue Department
- All Procurements Work

Accounts Assistant

June 2010 – Jan 2012

Indoscan (Pvt) Ltd - Rajagiriya

Indoscan

Job Description

- Handle Account Receivables.
- Managing Petty Cash Transactions.
- Prepare weekly and monthly reports for the management regarding supplier Payable Forecasting payment reports & actual payment reports.
- Bank Reconciliation
- Upload Invoices on System & Sales order processing

PROFESSIONAL QUALIFICATIONS

- **Association Of Accounting Technicians (AAT)** – Narahenpita – Completed Stage I,II,III (Passed Finalists) – Member of AAT (MAAT – LM12840)
- **National Certificate Of Accounting Technician (NCAT) - 2** Years Full Time Course Technical College, Homagama (2008 Jul – 2010 Jul)
- **The Institute of Chartered Accountants of Sri Lanka - Business Level I , II**
- **Chartered Institute of Personnel Management Sri Lanka (CIPM)** – Diploma of Human resource management

COMPUTER LITTERACY

- Diploma in Computerized Accounting - British Informatics of Computer Technology, Colombo
 - **Qbook**
 - **Accpac**
 - **Myob**
 - **Tally**

SPORTS & EVENTS

- I was a member of School dancing group.
- A member of the School volleyball team (2000 - 2003)

EXTRA-CRICULAR ACTIVITIES

- I have successfully followed a skill Development Program.
- Teacher In Daham School - Hanwella

REFERENCESS

Mrs. P.K.K. Mahanama

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Department of Technical
Education,
Maradana
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Mrs. M.P.Yapa

Teacher
Technical Collage,
Homagama,
Mobile: +94 710646516

I do hereby certify that all information stated above is true and accurate for the best of my knowledge.

