



HASAN HIRANTHA

ADMINISTRATOR & ACCOUNT ASSISTANT

CONTACT

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- Ind area 2, Al qouz, Dubai
- Visa Status - Visit visa

EDUCATION

2014
CHARTED ACCOUNTANCY

- Executive level

2012 - 2013
AQUINAS COLLEGE

- Diploma in English course level 1,2 & 3.

2010 - 2012
GCE Advanced level -
Commerce stream

SKILLS

- Proficiency in Accounting Software (SAP/ Busy/ Quick book/ IMS Systems).
- Proficiency in MS office package.
- Strong interpersonal and communication skills.
- Identify issues & find solutions while managing time effectively.
- Ability to manage multiple tasks while meeting deadlines.

LANGUAGES

- English (Fluent)
- Sinhala (Native)
- Hindi (Basics)
- Tamil (Basic)

PROFILE

A detail-oriented and organized professional with extensive experience in administrative support and accounting functions. Proficient in managing office operations, handling documentation, and ensuring smooth communication between departments. Skilled in maintaining financial records, processing invoices, preparing reports, and assisting with budget tracking. Adept at using accounting software and office tools to streamline workflows and enhance efficiency. Possesses strong problem-solving skills, a customer-focused approach, and a commitment to accuracy. Known for being a reliable team player, managing tasks efficiently in fast-paced environments while upholding confidentiality and compliance with organizational policies.

WORK EXPERIENCE

- PELWATTA DIARY INDUSTRIES - SRI LANKA** 2019 - 2024
Administrator And Accounts Assistant
 - The full responsibility of invoicing for all the sales channels which include HORECA, Distributors, Direct Sales and Modern Trade (Supermarket).
 - Administering warehouse Inventory.
 - Maintaining company invoices and keep records for audit purpose.
 - Preparing sales reports for management.
 - Track outstanding invoices.
 - Assist in audits.
 - Monitoring Cool Rooms
- ALLIANZ INSUARANCE - SRI LANKA** 2018 - 2019
Account Assistant
 - Responsible for insurance broker's commission's payment.
 - Responsible for accessor' payment.
 - Cash receipts entering to the account system
- ABC PHARMA SRVICES - SRI LANKA** 2016 - 2017
Account Assistant
 - Responsible for preparing all invoices.
 - Ensure accurate acknowledgement of sales returns to create the credit notes.
 - Forwarding sales report for the management of the company.
 - Handling office petty cash
- UNI EFF PVT LTD - SRI LANKA** 2015 - 2016
Administrative Officer
 - Administering site petty cash and other advances.
 - Administering warehouse inventory.
 - Purchasing office stationery.
 - Recording of staff attendance and leave records