# Harsha Shashimal

B.Sc. (special) in Accountancy and Business Management, AAT Passed Finalist, Completed Business Level in CA & Certified in Basic Food Safety in UAE.

## Work experience

### Accounts Assistant / Shop Assistant

MAN Restaurants (Steers & Debonair Pizza) Dubai / Since February 2023

- Reconciling invoices and identifying discrepancies
- Keeping detailed records of daily, weekly, and monthly costs and revenues and proper stock maintenance.
- Creating and updating expense reports
- Addressing and resolving customer's complaints professionally.
- Processing customer payments using the shop's Point of Sale (POS) system.
- Ensuring proper maintenance/cleanliness of the FOH/BOH station is maintained throughout the service.
- Handling petty cash

#### Accounts Executive

Emjay International (Pvt) Ltd Sri Lanka / From August 2021 to February 2023

- Handling factory finance petty cash. Deal with daily transactions for petty cash and ensure that reconciliation is completed.
- Accurately record financial transactions in the company's accounting system, including invoices, expenses, and receipts.
- Manage the accounts payable and receivable processes, ensuring all payments are made on time and invoices are collected promptly.
- Assisting the Finance team with financial statement preparation and monthly closing for all entities.
- Assisting with annual audits.

## Accounts Assistant / Cashier

The New Pharmacy Holdings (Pvt) Ltd Sri Lanka / From June 2019 to August 2021

- Performing invoice verification after the GRN is issued from stores
- Performing general ledger account transfers
- Handling petty cash, Managed cash counters, and daily cash deposits to the bank.
- Providing necessary documentation and responding to auditor inquiries.
- Prepared income and business tax documents (Tax Return Documentation)

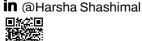
#### Customer Service Assistant - Bank Teller

People's Bank – Super Grade Branch Sri Lanka / From January 2015 to May 2016

- Organized 200+ customer transaction receipts daily so that they could be properly filed on time.
- Worked as an active Branch Cashier.
- Regular communication with the loan holders and recovery of loan arrears.

# Education

- B.Sc. Special Degree in Accountancy & Finance
  Rajarata University of Sri Lanka Sri Lanaka / From May 2016 to December 2020
- Completed the Business Level CA Institute of Chartered Accountants Sri Lanka (ICASL) / From 2016 to 2018
- Passed Finalist AAT Association of Accounting Technicians of Sri Lanka Colombo / From 2015 to 2020
- Certificate of Basic Food Safety Al Salama Fire Safety Training LLC United Arab Emirates / August 2023





- International City, Dubai, United Arab Emirates
- 🖌 dasanayaka.hsd@gmail.com
- 28 years old
- C 056 260 8309

## **Computer Skills**

IFS ERP System 8 SAP / Quick Book / Tally Advance Excel

MS Office

# Skills

Good communication skills Ability to work independently Attention to detail Ability to Work Under Pressure

## Languages

English Sinhalese Hindi Basic

#### Interests

Photography Drawings Traveling Trading

#### Mr. Manoj Madurusinghe

Accountant , Seamaster Global Sea Shipping Lines Agents LLC, Dubai manoj.madurasinghe@gmail.com +971 54 786 1139

#### Mr. Buddhika Bathalawaththa

Financial Analyst , EDGE Group PJSC, Abu Dhabi Bgbsb.bathalawaththa @mem.casrilanka.com +971562346127