

# 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 Lanka / 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

📞 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

in @Harsha Shashimal

