



# IMESHA RANATHUNGA

## CONTACT INFORMATION

Address: Currently live in UAE  
Mobile: +971 509368961  
Whatsapp No: +94 701453749  
Email: [imshikay@gmail.com](mailto:imshikay@gmail.com)

## SKILLS

- Time Management: Managing multiple accounts, deadlines, and priorities efficiently.
- Problem-solving: Addressing and resolving client issues quickly and effectively.
- Team Collaboration: Working with different departments like marketing, finance, and customer service to meet client needs.
- Adaptability: Being able to adjust to changes in the market or client requirements.

## Personal Information

Name: Kodagoda Ranathunga  
Imesha  
Date of Birth: 08 November 1995  
Gender: Female  
Marital Status: Married  
Nationality: Sri Lankan  
Visa Status - Own Visa ( Freelance  
visa for 2 years)

## OBJECTIVE

As I believe in myself of being fascinated and creative about designing, I am looking for good career growth opportunity. where my talent and knowledge could be best subjected and utilized in order to deliver my best for the pried and faction for the organization and for personal growth.

## WORK EXPERIENCE

### **New Euro Nippon (Pvt) Ltd - Account Assistant** 02/2016 – 06/2017

General office duties, answering phones filling and distributing posts. Handling cheque payments and monthly cash flow Handling vehicle registration payments. Handling incoming cash and depositing it into relevant banks. Reconciling payments with bills. Quickly responding to queries relating to invoices and payments. Accurately processing supplier invoices and credit notes. Ability to work with the accountancy package from Quickbook.

### **Teleseen Marketing (Pvt) Ltd - Account Assistant** 07/2017 – 12/2018

Handling sales cash/ deposit/ debtors, final stock, bank reconciliation, customer handling installment, payments ( cheques and enter into QB and Tally.), service cash maintenance, dealers sales commissions, salary entering, dealers invoice ( finance reporting) other accounts work ( VAT analyzing, NBT analyzing, support to audit accounts) and ensure that they run efficiently and effectively to meet organizational goals. Ability to work with accountancy package from Quickbook and tally

### **Rohan Rodrigo Construction (Pvt) Ltd - Account Executive** 01/2018 – 09/2019

Handling cheque payments and monthly cash flow Handling vehicle registration payment. Handling incoming cash and depositing it into relevant banks. Reconciling payments with bills Quickly responding to queries relating to invoices and payments. Accurately processing supplier invoices and credit notes. Verify monthly VAT payments and Bank Reconciliations. Ability to work with accountancy package from Quickbook

### **Trend Setters (Pvt) Ltd - Account Executive** 07/2021 – 08/2022

Preparing factory accounts, salary entering, bank reconciliation for 8 accounts, handling head office petty cash and voucher entering, handling TT payments, bank draft payments, fund transfers, preparing general invoices, debit notes, and credit notes. Monthly and weekly cash flow. Coordinated with the bank and communicated with other departments. Reported all account-related issues to the accountant.