KAYALVILI SINGARANATHAN (Kayal)

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# OBJECTIVE

* To become a successful professional in the innovative and competitive world and to work as a key player in changing environment. Intent to build a career with committed and dedicated personnel, who will help me explore myself fully and realize my potential.

# CAREER SUMMARY

* Over 15 years of professional experience in Accounts Receivable, Procurement, Business Process Management, Project Management, Accounts Payable, Finance and Management
* Managerial experience in international markets working for UK, USA and Sri Lankan clients
* Fellow Member of ACCA and Chartered Member of CISI Working in computerised environment using accounting packages

# KEY TRANSFERABLE SKILLS

* Specialist knowledge in preparation, analysis and interpretation of reports
* In-depth knowledge of Accounts Receivable Process
* Detailed understanding of IFRS standards
* Exposure to Accounting Procedures
* Managerial skills
* Working knowledge acquired from several industries
* Communication skills, written and oral

# IT SKILLS

* Hands on training in Oracle
* Hands on training in QuickBooks
* Hands on training in Peachtree
* Hands on training in Sage 50
* Hands on training in Microsoft Office Package

# QUALIFICATIONS

MAR 2022 – SRI LANKA INSTITUTE OF CREDIT MANAGEMENT, SRI LANKA

* Successfully completed **Diploma and Adv. Diploma in CREDIT MANAGEMENT**

MAR 2017 – OXFORD BROOKES UNIVERSITY, UK

* Successfully completed **BSc (Hons.) in APPLIED ACCOUNTING** - Second Lower

MAY 2016 – ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS, UK

## Member of ACCA

SEP 2004 – KINGSTON UNIVERSITY, UK

* Successfully completed **BEng in AEROSPACE ENGINEERING DESIGN**

# PROFESSIONAL EXPERIENCE

MAY 2017 — TO DATE CHARTERED INSTITUTE FOR SECURITIES AND

INVESTEMENT (CISI), SRI LANKA

## SENIOR CREDIT CONTROLLER

* Provider of education with operations worldwide

In-charge of the credit control functions of UK and International debtors, directly controlling the UK debtor database. Responsible for creating debtor credit accounts, aged debtor analysis, allocating receipts from debtors and setting credit limits and periods for debtors. Key member of Process Improvement Group (P.I.G), resolving current and anticipated issues and improving the system to accommodate more options.

DEC 2013 — FEB 2017 WNS GLOBAL SERVICES PRIVATE LIMITED, SRI LANKA

## ASSISTANT MANAGER

* Leading Business Process Management organisation working for one of the leading Insurance Agents in the USA

Successfully completed on shore training in the USA and have implemented the processes in Sri Lanka. Re-engineered the existing process to improve the effectiveness and introduced systems to enhance performance. In-charge of the Accounts Receivable Tower and responsible for timely submission of reports and meeting deadlines. Monitor production and respond to client queries. Also liaise with collection agency to manage unpaid accounts.

JUL 2011 — DEC 2013 VALLIBEL POWER ERATHNA PLC, SRI LANKA

## PROJECT ANALYST

* A listed organisation generating electricity using Hydro Power and Solar Power

In-charge of three hydro power projects, successfully registering one of the projects with UNFCCC. Also the Coordinator to General Manager, assisting him with CDM related activities. An active member of ISO implementation team, analysing the internal audit reports and make necessary improvements in control systems. Initiated the redesigning of the company website and was in-charge of updating and maintaining the website.

JAN 2011 — JUN 2011 GREENER WATER LIMITED, SRI LANKA

## PROCUREMENT OFFICER

* An organisation in the hospitality sector and generating electricity

In-charge of procurement activities of a five star hotel in designing stage and a hydro power plant under construction. Dealt with international suppliers to build successful working relationships.

OCT 2004 — MAR 2010 SURREY FINANCIAL CONSULTANTS LIMITED, UK

## FINANCIAL CONSULTANT CUM ASSISTANT ACCOUNTANT

* An organisation in the hospitality sector

In-charge of the credit control functions of nine nursing homes and a nursery of the major client. Other responsibilities include maintaining client database, billing, handle dispute accounts, budgeting and allocating for company expenses and wage cost analysis. Also managed rental property income from more than thirty properties. In-charge of Commercial Mortgage Department, securing commercial mortgages for freehold and leasehold businesses by arranging meeting and liaising with lenders and solicitors. Prepared business plans, projected accounts, organised surveys and generated commercial insurance quotes.

\*Part-time employment