

# MAHESHIKA ASHINSANI

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## OBJECTIVE

Dedicated, Detail-Oriented, and highly organized Accounts Assistant with over 04 Years of experience in managing accounting tasks, preparing Financial Statements, handling Accounts Payable and Receivable, maintaining accurate records, ensuring compliances with Financial Regulations, preparing Taxes, and supporting Audit Procedures proven ability to manage multiple priorities while meeting deadlines in fast-paced environments with proficiency in using Accounting Software.



## EXPERIENCE

### Accounts and HR Administrator

Softnet Lanka (PVT) Ltd – Sri Lanka

February 2023 – November 2024

#### Accounts (Head of Accounts)

- Analyzed and reported financial data, ensuring accuracy and compliances.
- Created and maintained periodic financial reports for management review.
- Assisted in decision making through Budgeted preparation and Financial Forecasting.
- Processed Business Expenses, including GRN / Non-GRN transactions.
- Managed Petty Cash transactions, accruals, and prepayments.
- Assisted in Purchase Orders when necessary.
- Managed Supplier accounts to ensure timely payments and maintain relationships.
- Outstanding follow ups with customers.
- Ensured compliances with Local Tax Regulations (VAT, SVAT, SSCL, PAYE, WHT) and submitted schedules to the Inland Revenue Department of Sri Lanka.
- Prepared Staff Salaries, EPF/ ETF, Gratuity, and other payments via cheques.
- Coordination with Stock verifications in every 02 months and after shipments.
- Arranging TT for Imports, Performa Invoices/ Packing Lists and necessary documents related for Exports.

#### HR Administration

- Handling Staff Personal Files, attendance and leaves, employee onboarding and offboarding.
- Supporting to review resumes, applications in the recruitment platform and support in shortlisting.
- Preparing all the company letters, memos, employee confirmations, salary confirmations, service letters, Job Offer letters, board resolutions and arranging of documents related to bank guarantees (Bid Bond for Tenders)
- Be involved with the Performance Evaluation of the staff each quarter.
- Greet and Assist Visitors to the Office.
- Handle and direct phone call for both Accounts and HR Departments and respond to the Director's calls and emails when he is out of the country.
- Organize and schedule appointments, meetings, Annual Staff Trip Annual Pirith Ceremony, celebrations on Staff Birthdays and other cultural events.
- Develop and maintain a filing system
- Assist and guide new joiners during their training period to ensure a smooth onboarding and integration process.
- Maintain office supplies.

**Accounts Assistant (Finance and Administration)**

Helios Ventures (PVT) Ltd – Sri Lanka

July 2022 – December 2022

- Expertise in generating accurate monthly financial reports.
- Proficient in managing accounting entries using advanced ERP System.
- Coordinating on both accounts receivables and payables.
- Preparing ledger system upon receiving/ issuing of invoices.

**Audit Assistant**

Dias Associates Chartered Accountants – Sri Lanka

January 2021 – January 2022

- Assisting with internal and external auditing of various types of companies.
- Verifying company financial information.
- Supporting the accounting and auditing teams in their daily functions.
- Preparing audit reports and statements for review.

**Banking Trainee**

Bank of Ceylon | Sri Lanka

February 2017- August 2017

- Assist and support customers with their banking issues.
- Assisting with deposit and saving accounts.
- Assist and support bank administration.
- Maintaining a clean and organized workspace.
- Screen incoming e-mails, phone calls and correspondence in professional manner redirecting were appropriate.
- Manage and maintain all the documents filling processes (Mandates, Loan Agreements, Pawning related Documents Etc.)

**EDUCATION****Bachelor of Management (Hons) in Accounting**

KIU - Sri Lanka

**Business Level**

Institute of Chartered Accounts (CA) - Sri Lanka

**AAT Level III**

Associate of Accounting Technicians - Sri Lanka

**Certificate Course in Sage Business Cloud Accounting Software**

KIU - Sri Lanka

**SKILLS**

- |                                 |  |
|---------------------------------|--|
| • Accounts Payable / Receivable | • Administrative Tasks                     |
| • Payroll                       | • Documentation work                       |
| • Budgeting and Forecasting     | • Computer Literacy (MS Office, Outlook)   |
| • Financial Reporting           | • Ledger Management and Reconciliation     |
| • Taxation                      | • Accounting Software (Sage50, QuickBooks) |

**REFERENCES**

Reference available upon request