



MAYUMI HARSHA MADUSHANI LIYANAGE



Contact



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05th October 1996



Vsit Visa



Skills

- Good Knowledge of Microsoft Office
- Knowledge of banking
- Basic knowledge of computer Parts & Software
- Customer and supplier coordination



Education

- General Certificate of Education (Advance Level) Examination - (2015)
- Passed Human Resources Management Diploma (Started High diploma in HRM)



Languages

- English
- Sinhala
- Tamil



About Me

- Certified public accountant with 5+ years of experience of ledger processes, account reconciliations and streamlining accounts. Seeking to leverage accounting expertise and experience into a managerial role as a corporate banker.



Work Experience

Coordinator

January 2021 – September 2022

Sense Micro (PVT) Ltd

- Monitor entity's daily cash position and prepare weekly cash position reports.
- Checking of debit advices related to loans, guarantee, and bank charges and raise queries if there's a discrepancy on the agreed commission charges
- Update and complete Customers and Vendor KYC / Credit Facility Application Form
- Responsible for providing administrative support to the Accounts & Finance Department, Corporate Banking Officers, and other duties assigned by the Chief Accountant and AFM.

Account Assistant

September 2019 – January 2021

Sense Micro (PVT) Ltd

- Reconcile invoices and identify discrepancies.
- Create and update expense reports.
- Process reimbursement forms.
- Prepare bank deposits.
- Enter financial transactions into internal databases.
- Check spreadsheets for accuracy.
- Maintain digital and physical financial records.

Cashier / Sales Executive

March 2017 – August 2019

Shards.LK

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Setting sales goals and developing sales strategies.
- Researching prospects and generating leads.
- Contacting potential and existing customers on the phone, by email, and in person.