



# MEREENA UDANI

## AUDIT ASSISTANT

### PROFILE

To gainfully apply my knowledge and skills to the best benefits of the organization I work for while developing my personal career through getting more experienced & enhancing skills acquired by me.

### PROFESSIONAL EXPERIENCE

#### Audit Assistant

##### P.E Mathew & Company | 2023 - 2024 |

- Plan and conduct financial audit for clients, ensuring accurate representation of financial standing.
- Identify and assess risk of material misstatement of financial reports.
- Assess Internal control and ensure controls are effectively designed.
- Record transaction into Quickbook.
- Preparation of monthly financial statements, including balance sheets, Income statements and cash flow statements, resulting in timely reporting.
- Manage monthly reconciliation for multiple accounts including bank accounts, credit cards, customer deposits and vendor payments.
- Identify and communication auditing and accounting matters to managers, discuss audit findings with managers.
- Create management representation letter recommendations and draft audit reports for management review.

#### Account trainee

##### The Creative Space (pvt) Ltd | 2021 - 2023 |

- Initiated direct deposits and prepared manual checks for employees.
- Maintained payroll information by calculating, collecting and entering data.
- Maintained employee privacy and protected payroll operation by keeping all information confidential.
- Maintained employee confidence and protected payroll operation by keeping all information confidential.
- Updated employee banking records when it was necessary.
- Calculated salaries, rate changes, overtime, bonus, vacation and termination using Microsoft excel and Microsoft Word.

### EDUCATION

- High School Certificate
  - Passed G.C.E Ordinary Level with 7A, 1B, 1C
  - Passed G.C.E Advanced Level in Physical Science with 1C, 2S
- Certificate Course of English
  - Successfully completed Britishway English Academy, Colombo, Sri Lanka.
  - Completed Cambridge English Entry Level Certificate in ESOL International.
- Certificate Course of Information Technology
  - Successfully completed Applied Information Technology (CAIT) in Telecom Training Centre, Colombo, Sri Lanka.

### CONTACT

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Al Barsha, Dubai, UAE

### PROFESSIONAL

Institute of Chartered Accountancy  
of Sri Lanka  
Completed Business Level

### SKILLS

- Good Management
- Analytical Skills
- Numerical Abilities
- Leadership
- Communication
- Team work
- Integrity
- Detail Oriented
- Computer Skills
- Hard working

### LANGUAGE SKILLS

English

### PERSONAL DETAILS

Name - Mereena Udani Suraweera  
Date of Birth - 12 November 2000  
Gender - Female  
Nationality - Sri Lankan  
Civil Status - Married  
Visa Type - Visit Visa  
Passport No - N10625866