

MEREENA SURaweera



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

SKILLS

PERSONAL SKILLS

- Time management
- Analytical Skills
- Leadership
- Communication
- Client-Centered
- Problem Solving
- Detail Oriented

LANGUAGE SKILLS

Sinhala

100%

English

70%

CONTACT



+971 58 998 8176



mereenaudani@gmail.com

EXPERIENCE

Audit Assistant

P.E. Mathew & Company.

2023 – 2024

- Plan and conduct financial audits 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 transactions into QuickBooks.
- Preparation of monthly financial statements, including balance sheets, Income statements and cash flow statements, resulting in timely reporting.
- Manage monthly reconciliations for multiple accounts including bank accounts, credit cards, customer deposits and vendor payments.
- Identify and communicate auditing and accounting matters to managers, discuss audit findings with managers.
- Create management representation letter recommendations and draft audit reports for management review.

PROFESSIONAL

2022 - Present

**Chartered Accountants of Sri Lanka
(ICASL)**

Completed Business Level. (Without IT01)

EXTRACURRICULAR ACTIVITIES

- Completed Cambridge English Entry Level Certificate in ESOL International.

ACHEIVEMENTS

- Completed English Diploma in Britishway English Academy.
- Passed Certificate applied information technology (CAIT) in Telecom Training Centre.

PERSONAL INFORMATION

NAME

Suraweera Arachchige Don Mereena Udani
Suraweera

DATE OF BIRTH

12th November 2000

GENDER

Female

NATIONALITY

Sri Lankan

CIVIL STATUS

Married

VISA TYPE

Visit Visa

Passport No: N10625866

EDUCATION

2019

Galahitiyawa Central College - Ganemulla

G.C.E. Advanced Level Examination

Com.Maths - **S**

Chemistry - **S**

Physics - **C**

2016

St. Sebastian Balika Maha Vidyalaya-Kandana

G.C.E. Ordinary Level Examination

Passed with **7(A), 1(B), 1(C)**

NON - RELATED REFEREES

Mrs. Shalika Sandamali

Accountant,

P.E Mathew & Co.

sandushalika@gmail.com

077-0261157

Mr.T.S Senavirathne

Executive Quality Assurance,

MAS Unichela (Pvt) Ltd.

Tharindusj@masholdings.com

071-0998793

I hereby certify that the information given above is true and accurate to the best of my knowledge.

Mereena Suraweera.