



MEREENA UDANI

AUDIT ASSISTANT

CONTACT

+971 58 998 8176
mereenaudani@gmail.com
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

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.