

OSHITHA NISHAD WIDANAGE



PROFILE

“ Efficient accounting professional offering over 8 years' experience in facilitating accounting and clerical workflows in support of a fast-paced environment. Looking to secure a position at an organization that challenges my skills and allows for further career growth “

WORK EXPERIENCE

Goldi Sands Hotels (Pvt) Ltd, Negombo (4 Star)- 8 Yrs Experience

● Head Accounts Clerk (Supervisor) 2022 - 2024

- Supervising all of the Accounts Staff
- Management Accounts (P&L), Expenses , Income & Ledgers Checking
- Loans & Bank Reconciliation, Night Auditing, Internal Audit handling
- Payable, Receivable , Payroll

● Accounts Clerk 2019 - 2022

- Checked Good Received Notes & Issued Cheque
- Sales Report, & Cost Controlling, Payable & Receivable, Invoicing
- Bank Reconciliation

● Restaurant Cashier 2016 - 2019

- Greeted customers, took orders, and provided customer service
- Processed payments by cash, credit/debit, and gift cards & Refunds
- Worked in a fast-paced environment and handled high-volume transactions & E-mail , Telephone Operating, Reservation, Guest Complain , Guest Satisfaction , Promotions, POS Machines knowledge & etc
- Demonstrated excellent problem-solving and communication skills

Dreams Garden Surf Lodge 2014-2016 (Full) / 2018-2024 (Part Time)

● Restaurant Cashier / Waiter

- Greeted customers, took orders, and provided good customer service
- Processed payments by cash, credit/debit ,foreign curr Exch & Refunds
- Worked in a fast-paced environment & handled high-volume transactions

EDUCATION

- Successfully Completed G.C.E. Ordinary Level & G.C.E. Advanced Level Examination at Siddhartha College in Weligama, Srilanka

PROFESSIONAL QUALIFICATIONS

- Successfully Completed Diploma in Higher Management at PDR Institute
- Successfully Completed Diploma in English (British way)
- Successfully Completed Japanese Language Course
- Successfully Completed 3 Computer Courses (MS office)
- Successfully Completed Internet Marketing course
- Successfully Completed Graphic Designing course

PROFESSIONAL TRAINING

- The Fundamentals of First Aids Training - SL Red Cross Society
- Accidental Emergency Risk Management & Occupational First Aid for Work Place - Sri Lanka Red Cross Society

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📍 Abu Shakra Bldg ,22 Al Maktoum Rd - Deira - Riggat Al Buteen - Dubai - United Arab Emirates

PERSONAL INFO

- Name - Oshitha Nishad Widanage
- National Status - Sri Lankan
- Date of birth - 22.12.1994 (29Yrs)
- Visa - Own Visa

AWARDS

- Young Internet Entrepreneur Award 2015
- Employee of the Quarter 2022 (Goldi Sands Hotels)

ACTIVITIES

- Secretary of Staff Welfare in Goldi Sands Hotels (Pvt) Ltd 2023/24
- Member of the Prefect board in College
- Member of the Traffic board in College
- Participated for Gymnastic, March past , Competitions , Sport Events

SKILLS

- Payable/ Receivable / Payroll
- Cashiering / Reconciliations
- Data Entry / Ms Office / POS
- Invoicing / Sales /Customer Service
- Teamwork
- Time Management
- Leadership
- Critical Thinking

LANGUAGES

- English
- Sinhala
- Japanese (Basics)