

**B K Prabhani Uthpala Rodrigo**

Al Rashidiya, Dubai, UAE

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**APPLICATION FOR A POST IN THE FIELD OF ACCOUNTS & FINANCE AND  
ADMINISTRATION**

Dear Sir / Madam,

Being given to understand that there exists a vacancy that suits my qualifications, experience and skills, I would like to be considered for same. I would like to forward my CV for your kind perusal as follows.

I have approximately **8 years** of experience in this field in Sri Lanka and UAE in independently handling and finalizing. I have experience in independently finalizing monthly and annual accounts and all General administrative work including customer care. I also have handled and dealt with other offices on various inter-company relationships.

I am eager to take these knowledge and skills I have gained through educational and professional qualifications and work experience to the next level and apply them in a professional setting and thus, making myself a valuable asset to an organization that requires my services.

Furthermore, I would most welcome and appointment on a date and time convenient to you to further discuss and prove my ability as to how best I can meet the needs and expectations of your firm if everything is in order for your good self to do so. Moreover, with my commitment, determination, dedication and enthusiasm, I am confident and assure you that I will fulfil all the duties entrusted to me to the entire satisfaction of my superiors, in the event of my being selected for a position that commensurate with my qualifications, abilities, and skills that you deem fit for your reputed organization. I am looking forward to hearing from you, very hopefully in the affirmative.

Thanking You.

Yours sincerely,

B.K.P.U. Rodrigo

## ABOUT ME



8 Years of experience in the field of Accounts and finance and administration in Sri Lanka and UAE. I have experience in independently finalizing monthly and annual accounts and all General administrative work including customer care. I also have handled and dealt with other offices on various inter-company relationships and academically skilled in financial reporting, accounting month end reconciliation. Able to process invoices and conduct transactional functions having undertaken a recent work experience placement in accounting. able to identify and rectify discrepancies to prevent loss, improve upon accuracy and efficiency. And archive financial objectives. Highly communicative with the ability to offer support with supplier enquiries. Interact with auditors, and communicate cross-functionally across various departments.

## PRBHANI UTHPALA

### CONTACTS



+971 55 11 27 289



Prabhaniuthpala1994@gmail.

### PERSONAL DETAILS

Gender : Female  
Date of birth : 16/04/1994  
Marital Status : Married  
Nationality : Sri Lankan  
Religion : Roman Catholic

### Summary - 08 years of experience

- Accountant- Jeewang Enterprises, China Harbour Chinese Company, Colombo, Sri Lanka- 2021 January to April 2023
- Assistant Accountant - Jeewang Enterprises, China Harbour Chinese Company, Colombo, Sri Lanka- 2019 January to January 2021
- Administrative assistant- Radisson blu Hotel. Media City, Dubai- March 2016 to 2017 August
- Assistant Accountant – Aquinas University College - Borella, - January 2014 to September 2015

I am currently in Dubai on a **husbond's visa** and can join Immediately.

### Responsibilities

#### Accountant, Jeewang Enterprises, China Harbour Chinese company, Colombo, Sri Lanka-

2021 January to April 2023

- Oversaw \$ 45k work order processes, including labour costs, service timelines, materials and inventories.
- Led 2 members to handle all accounting and tax matters, including recording fixed assets, drafting contracts, creating financial reports, and conducting quarterly audits.
- Performed monthly bank reconciliations and GL account analyses for assets worth of \$ 1M+
- Owned Supported management in executing on employee equity compensation plan to improve employee retention by 11%
- Assumed payroll administration duties during a maternity leave without error or delay to administration payroll.
- Owned all daily cash receipts processing and reconciliation with 100% accuracy.
- Worked with sales team to establish tracking of B2B sales, and utilized sales data to increase business development
- Saved \$3k in expenses by improving the bookkeeping efficiency.
- Keeps track of the company's current and savings accounts

#### Assistant Accountant - Jeewang Enterprises, China Harbour, Chinese Company, Colombo, Sri Lanka-

2019 January to January 2021- Company ledgers and daily transactions and reviewing financial documents, reports, and statements. maintaining accounts receivable and accounts payable, paying monthly payroll

- Managed telephone and email communication systems and maintained office supplies ordering office supplies with accuracy
- Greet visitors and point them in the right direction, answer inquiries, and create a welcoming environment
- Scheduling appointments, meetings, and events on an electronic calendar
- Receive invoices and review for accuracy
- Managed travel and expenses report for team members
- Purchase and Maintain office supplies Inventories
- **Awarded Best Talent of the month winner 2016**

**Assistant Accountant – Aquinas University College - Borella, Sri Lanka - January 2014 to September 2015**

- Managed \$ 20k+ in account payable annually, ensuring all invoices were promptly paid and resolving discrepancies with vendors in a timely manner
- Improved efficiency and accuracy by using to Quick Books to maintain all general ledger transactions
- Maintained \$ 250 in petty cash, and handled all bank deposits.
- Administered new and existing accounts of up to 500 students in the My Acc software- program by invoicing, maintaining, and reviewing
- Oversaw student refund program while ensuring compliance with regulatory agency requirements and corporate policies.
- Assisted with the employee payroll.

**EDUCATIONAL QUALIFICATION**

- **OTHM- European Qualification frame work Level 7 PGDIP in Accounting and Finance -UK (120 Credits)**
    - Business research methods
    - Investment analysis
    - Global finance and strategy
    - Strategic audit
    - Corporate reporting
    - Strategic financial management
  - **Diploma in Financial Accounting**  
(Aquinas University College)
  - **Diploma in Human Resources Management**  
(Aquinas University College)
  - **Certified Management Accountants (SL) Foundation Level**
  - **AAT (SL) Foundation Level**
  - **Diploma in Computer Technology**  
(Digital International Computer System, Colombo 08, Sri Lanka)
  - **Diploma in computerized Accounting BRITISH Informatics**  
Quick Book, MYOB, Tally
- GCE Advance Level in Commerce Stream 2013 (index:7507160)**

**OTHER ACHIEVEMENT & ACTIVITIES**

- Following Diploma in Psychology and counselling in IMBS Green campus
- Animator- Learning and playing program (Netherlands Social service society)
- School Senior Prefect – 2009-2010.
- Awarded Best Talent of the month winner 2016
- Double Distinction pass for Catechism for Grade 11
- Organist and Leader of Choir at St. Nicholas Church, Bopitiya
- Other Social Activities.

I do hereby certify that the particulars given above are true and accurate to the best of my knowledge.

**Prabhani Uthpala**