



PRABHASHWARA SILVA – *Assistant Accountant*

EXECUTIVE SUMMARY

Accounting Assistant with 7 years' experience including 2+ years in a leadership role. Provide diligent bookkeeping and accountancy support, based on deep knowledge of related procedures and principles. Recognized for high attention to detail finding and correcting discrepancies. Experience in Accounts Payable and receivable.

WORK EXPERIENCE

ASSISTANT ACCOUNTANT – SANKEN CONSTRUCTION (PVT) LTD 10/2022 – 09/2023

- Handling payroll system
- Taxation
- Preparation of monthly bank reconciliations
- Analyzed and forecasted financial requirements for an organization
- Administer all bank transactions and oversee data recording procedures monthly.
- Monitoring all subsidiary companies and recording Related Party Transactions
- Assist to preparing quarterly and final accounts
- Liaised with external auditors
- Inform management and compile reports/summaries on activity areas
- Preparation of budgets and cash flows
- Preparation of monthly financial reports for managers meeting

ACCOUNTS EXECUTIVE – SANKEN CONSTRUCTION (PVT) LTD 10/2021 – 10/2022

- Developed, maintained, and analyzed budgets, preparing periodic reports that compared budgeted costs to actual costs
- LC, TT arrangements and other related works
- Handle all loans, Lease facilities, Interest income and maintained schedules
- Stock reports preparing and maintaining
- Preparation of payments vouchers and customer payment's receipts
- Monitoring of supplier's payments payable and customer's payments receivable

ACCOUNTS CLERK – SKILLS TRAINING & MGT. (PVT) LTD 05/2016 – 10/2021

- Preparing bank deposits, general ledger postings and Reconcile accounts in a timely manner
- Customers / suppliers handling and Purchase of Materials
- Invoicing and preparing payments
- Handle the petty cash float
- Checked daily bank balances and arranged the fund transfers

ACADEMIC BACKGROUND

Completed CA Business Level I & Business Level II

Reading CA Corporate Level

Institute of Chartered Accountants of Sri Lanka

Completed certificate course of Financial Analysis & Forecasting

Institute of Chartered Accountants of Sri Lanka

GCE Advanced Level Examination – 2014 – (Physical Science) (High School Diploma)

Isipathana College – Colombo 05

GCE Ordinary Level Examination -2011

Sri Rewatha Royal College - Nugegoda

CONTACT INFO

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PERSONAL DETAILS

Nationality: Sri Lankan

Marital Status: Married

Passport No: N9070240

LANGUAGE

English - Fluent

Sinhala – Native

SKILL HIGHLIGHTS

Accuracy and attention to detail

Math skills to handle financial data

Integrity and confidentiality

Knowledge of spreadsheets and bookkeeping software.

Data Analysis

SYSTEM

Microsoft Office– Expert

I.Construct – Expert

Tally - Intermediate

Quickbook - Intermediate