

RASIKA ATHAUDA

ACCOUNT EXECUTIVE

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PERSONAL DETAILS

Name - A.R.R.M.B.Athauda
Birthday - 05-December-1988
Visa Status - Visit Visa

SKILLS

Hard Skills

- Cash handling
- Quick Books
- Microsoft office
- Dynamics NAV

Soft skills

- Time Management
- Teamwork
- Leadership
- Problem Solving
- Communication
- Fast Learning Skills

EDUCATIONA

- Bachelor of Eco Business Management.
University of Sabaragamuwa
2008-2012
- G. C. E. Advanced Level Examination

LANGUAGES

ENGLISH



HINDI



SINHALA



Highly ambitious young individual with the drive to make a positive impact to the society with the achieving a suitable placement in the field of accounting, financing & auditing, growth-oriented organization which offers divers job responsibilities in order to utilize and improve my skills, knowledge, experiences.

EXPERIENCE

Account Executive

Veritas Homes (PVT) Ltd.

04/2021-09/2024 Colombo, Sri Lanka

- Improved the efficiency of daily accounting operations by through the implementation of automated processes.
- Achieved a high accuracy rate in financial reporting by introducing data verification procedures.
- Spearheaded annual audit processes, collaborating with external auditors to achieve an on time completion rate and enhance audit efficiency.
- Designed training program for new hires, increasing their proficiency in accounting software and reducing the onboarding time.
- Met financial accounting objectives.

Junior Account Executive

Delmege Forsyth & Company Ltd

01/2018-03/2021 Colombo, Sri Lanka

- Successfully Processed payment for over 300 invoices monthly, reducing payment discrepancies through meticulous verification.
- Improved journal entry accuracy through meticulous attention to details and implementation of a revised review process.
- Achieved a reduction in reconciliation discrepancies by implementing a new reconciliation protocol.
- Increased inventory accuracy through regular stock verification and physical inventory audits.

Sales Assistant Cum Cashier

Store House, Wafi Residence

01/2014-12/2017 Dubai, UAE

- Greet customers warmly and assist with inquires to enhance the shopping experience.
- Handle return and exchange, ensuring customer satisfaction.
- Maintain a balanced cash drawer and perform regular cash reconciliations.
- Enhanced inventory accuracy by implementing a systematic approach to inventory checks, reducing discrepancies.
- Maintained a balanced petty cash fund with zero discrepancies, ensuring transparent and accurate financial records.