

# AMAYA NUWANGI

## Accounts and Administrative Assistant

### SUMMARY

Accomplished Administrative Assistant with a robust background in both administration and accounting. AAT-certified Associate of Accounting Technician and holder of a Diploma in Information Technology. Proven expertise in office management, inventory management, cashier duties, and client handling. Demonstrated ability to manage administrative tasks such as correspondence, scheduling, and maintaining office supplies. Adept at handling financial operations, including payroll preparation and processing, and managing utility bill payments. Skilled in providing excellent customer service and managing reception duties. Strong organizational and multitasking abilities, ensuring efficient and effective office operations.

### WORK EXPERIENCE

#### Legend Manufactures PVT LTD, Makola, Sri Lanka

##### Accounts Assistant

May 2023 – June 2024

Leading plastic manufacturing and distribution company in Sri Lanka, providing high-quality plastic products nationwide.

- Accurately recorded daily production activities, ensuring timely and precise inventory updates.
- Conducted comprehensive inventory verifications and reconciled inventory levels, maintaining accurate inventory records.
- Managed utility bill payments, ensuring timely processing and adherence to budget constraints.
- Prepared payrolls and processed salary payments, maintaining strict confidentiality and accuracy

#### W.H. Hendrick & Sons LTD – Colombo, Sri Lanka

##### Administrative Assistant

April 2021 – April 2023


W.H. Hendrick & Sons LTD. is a leading chemical trading company, specializing in wholesale and retail distribution across the country. With a diverse clients, Entity trades a comprehensive range of industrial and specialty chemicals.

- Managed office supplies and inventory, ensuring availability and proper stock levels.
- Greeted visitors and handled reception duties, providing exceptional customer service and maintaining a welcoming office environment.
- Answered and directed phone calls, emails, and correspondence, ensuring efficient communication and prompt responses.
- Scheduled appointments and meetings for management, coordinated travel arrangements, and organized deliveries.
- Prepared reports and documents requested by management, ensuring accuracy and timely submission.




### CONTACT INFO

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### SKILLS

- Administrative support
- Invoicing & Billing
- Payroll Processing
- Cashiering
- MS Office
- Teamwork
- Multitasking
- Attention to Detail
- Problem-Solving
- Time Management
- Fast Learning

- Handled proper document management processes, including filing, retrieval, and archiving of important documents.
- Managed petty cash, cashier duties, and sales transactions, ensuring accurate financial records.
- Assisted HR with staff attendance records and payroll processing, contributing to efficient HR operations

## De la rue Lanka currency and security print (Pvt) Ltd – Malwana, Sri Lanka

### *Trainee Finishing Operative*

*Aug 2019 – March 2021*

De La Rue Lanka Currency and Security Print (Pvt) Ltd is a part of the British company headquartered in, England, that print currency notes, produces digital and physical protections for goods, trade, and identities in 140 countries. It sells to governments, central banks, and businesses.

- Inspected alignments, colors, and artworks of currency notes, ensuring they met stringent quality standards.
- Confirmed printed currency notes adhered to industry regulations and company specifications.
- Identified faults in currency notes and promptly informed supervisors, initiating reprints to maintain quality.
- Collaborated with production teams to replace faulty notes, ensuring overall quality and adherence to production schedules.
- Utilized keen attention to detail to uphold high standards of currency production and compliance.

## EDUCATION

- Associate of Accounting Technicians of Sri Lanka (AAT)
  - **Passed Finalist - 2024**
- Pearson Education LTD
  - **Diploma in Information Technology (DiTEC)– 2019**
- Vishaka College - Sapugaskanda, Sri Lanka
  - **General Certificate of Education (Advanced Level) - ‘C’ passes for Economics, Accounting and Business Studies – 2018**

## PERSONAL INFO

- Visa Status: Visit Visa
- Nationality: Sri Lankan
- Date of Birth: 05-04-1999
- Marital Status: Married
- Languages: English, Sinhala