



# SANDUN FERNANDO

## ACCOUNTANT

*Available Immediately*

**Contact Number:** +971503548062

**Email Address:** [sandunfernando524@gmail.com](mailto:sandunfernando524@gmail.com)

**Location:** Dubai, United Arab Emirates

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## PROFILE

Business Administration graduate with a strong focus on Accounting. Possessing excellent communication and creative thinking skills, I am passionate about addressing challenges with a positive 'can-do' attitude. Eager to learn and contribute in a collaborative and friendly setting, I am dedicated to enhancing company success through my expertise and commitment.

## EXPERIENCE

### **JUNIOR ACCOUNTANT – Mar 2022 – Dec 2023**

Interithm Private Limited / Colombo, Sri Lanka

- Maintained and updated financial records, including accounts payable, accounts receivable, and general ledger entries.
- Managed and processed incoming invoices including the approval process.
- Assisted in preparing financial statements with accuracy and completeness.
- Assisted in preparing yearly budget.
- Prepared and managed bank deposits.
- Managed payroll including salary advances and BATA (Business Advance and Traveling Allowance) payments with precision.
- Managed petty cash transactions in adherence to established policies and procedures.
- Supported internal and external audits.
- Conducted account reconciliations.
- Conducted bank reconciliations.
- Assisted in month-end and year-end closing process.
- Posted journal entries and maintained the general ledger.
- Performed administrative tasks including document handling.

### **ACCOUNTS ASSISTANT – Apr 2020 – Mar 2022**

Interithm Private Limited / Colombo, Sri Lanka

- Managed accounts payable and accounts receivable for efficient financial operations, including invoicing, transaction accuracy, and stakeholder communication.
- Prepared and managed bank deposits.
- Managed and processed incoming invoices including the approval process.
- Managed payroll including salary advances and BATA (Business Advance and Traveling Allowance) payments with precision.
- Managed petty cash transactions in adherence to established policies and procedures.
- Supported internal and external audits.
- Conducted account reconciliations.
- Conducted bank reconciliations.
- Posted journal entries and maintained the general ledger.
- Performed administrative tasks including document handling.

**FINANCE INTERN – Feb 2019 – Mar 2020**

Cinnamon Hotels & Resorts, Sri Lanka

- Efficiently handled Accounts Payable function
  - ✓ Verify Documentation (Purchase Order, Signed Received Docs, and authorization from management)
  - ✓ Review Invoice Details
  - ✓ Approval Process
  - ✓ Invoice Posting
  - ✓ Vendor Management
  - ✓ Cheque Processing etc.
- Managed petty cash floats in adherence to established policies and procedures.
- Managed corporate credit cards, ensuring timely payments and accurate reconciliation.
- Established and maintained close relationships with local vendors, fostering effective communication and collaboration.
- Coordinated with Purchasing Department for invoice-related matters.
- Prepared Mid-Month and Month-End Best Estimates to support financial planning and reporting while helping closing procedures.
- Reconciled inter-company balances, ensuring alignment with financial records and resolving discrepancies.
- Attended to monthly cash counts, supporting internal control processes.

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**EDUCATION****BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (SP.) – Nov 2019**

University of Sri Jayawardenepura, Sri Lanka

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**LANGUAGE**

**ENGLISH – Fluent**  
**SINHALA – Native**

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**SKILLS****SOFT SKILLS**

- Creative and Critical Thinking
- Excellent Attention to Details
- Works Well Under Pressure
- Deadline Adherence
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team
- Effective Problem Solving
- Analytical and Decision Making Skills
- Multi-Tasking and Time Management

**HARD SKILLS**

- Microsoft Office
- Computer Literate
- IT Skills
- Technical Skills
- Vendor Management

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**PASSIONS**

**Photographer**  
**Graphic Designer**

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**PERSONAL**

**Age – 28 Years**

**Profiles -** <https://www.linkedin.com/in/sandun-fernando/>