

NILUSHI PRASANGANI

ACMA

Experienced Accountant with a history of accurately and efficiently supporting activities for a diverse range of reputed entities. More than nine years of experience in preparing of monthly financial accounts, updating journal entries and accounting records, administering payroll, and financial data analytics.

PROFESSIONAL QUALIFICATION

- Associate Member of Certified Management Accountants 2020 (ACMA)
- Chartered Accountancy (CA) – Intermediate Level

WORK EXPERIENCE

- **Accountant**
Creazure Building Materials Trading LLC. UAE – December 2022 to Present
- **Assistant Accountant**
Adamjee Lukmanjee & Sons (Pvt.) Ltd. – Nov 2021 to Nov 2022
- **Assistant Accountant cum HR officer**
JF Tours & Travels (Pvt.) Ltd. } – Nov 2017 to Nov 2021
Rasa Bojun Colombo Restaurant (Pvt) Ltd. }
- **Junior Executive**
Allianz Insurance Life Lanka Ltd. – April 2016 to Nov 2017
- **Accounts Assistant**
Sadaharitha Plantations Ltd. – Feb 2015 to April 2016
- **Trainee Accounts Assistant**
MBSL Insurance Co. Ltd. – May 2013 to Feb 2015

WORK PERFORMED AND COMPETENCE

- Preparing monthly Management Accounts and Annual Financial Statements.
- General Ledger Reconciliation including payables, receivables, bank and cash.
- Prepare invoices , booking receipts for sales & bank deposits
- Liaising with internal and external auditors.
- Maintaining & update the fixed assets register.
- Preparing supporting schedules for balance sheet items & analytical reports
- Arranging Cheque, Fund transfer payments for suppliers and utility bills.
- Handling petty cash register.
- Preparing Intercompany Reconciliations.
- Prepared tax work files, submit returns and comply with regulatory policies.
- Handled the Payroll, schedules, maintained personal files, monitoring attendance & leave register and other HR functions with WPS uploading.
- Handled VAT calculation & the return submission.
- Managed daily cash collection , banking functions & Cash flow.
- Monitored KPIs of marketing staff and monthly reporting to top management.
- Introduce finance manual to mitigate risk in accounts department & assist to maintain best internal control system.
- Handling inbound & outbound logistics in UAE.
- Preparing costing & quotation

COMPUTER LITERACY

- Hands on experience in accounting packages. (i.e. SAP B1, Zoho, MYOB, QuickBooks, Sage 50, Peach Tree and IMS)
- Proficient in MS Office Tools (Excel, Word, Power point)

I hereby certify that the particulars furnished above are true and correct to the best of my knowledge.

Sgd. K G N M Prasangani – 18th January 2024



OBJECTIVE

To pursue a highly rewarding career, I am seeking a job that provides me with satisfaction as well as self-development and helps me to achieve organisational goals by utilising my skills and knowledge efficiently.

SKILLS

- Attention to detail
- Analytical Skill
- Active Learning
- Communication Skill
- Interpersonal Skill
- Time Management Skill
- Proficient in Excel

AREAS OF EXPERIENCE

- Financial Statements
- Payroll, WPS & HR Functions
- General Ledger reconciliation
- Bookkeeping
- KPIs
- Taxation
- Logistics

PERSONAL INFORMATION

Name : Korale Gedara Nilushi
Malshani Prasangani
Nationality: Sri Lankan
Language : English
Gender : Female
Age : 31 Years
PP No. : N7334913

CONTACT INFORMATION

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