



Shenali Kanchana Siriwardhana

AAT I, II Finalist

Mobile: +971 52 7155162 Email: shenalisiriwardana20@gmail.com

Address: Jumeirah Village Circle, Dubai, UAE

SKILLS

- Petty cash/ stock management / POS system
- Bank / Accounts reconciliation
- Technical Proficiency in Microsoft Office (Word, Excel, PowerPoint) and QuickBooks, with some ERP system.
- Ability to work under pressure.
- Good Administrative Organization skills / Payroll
- Customer service/ Client relation/ Receptionist skills

PERSONAL DETAILS

- Nationality Sri Lankan
- Date of Birth June 30, 1992
- Gender Female
- Civil Status Married
- Visa Status Resident Visa (Dependent)

EDUCATIONAL BACKGROUND

- **Completed AAT Foundation level & Intermediate level** successfully - Association of Accounting Technicians of Sri Lanka (AAT)
- **Certificate holder in Window Based Application** (Ms Word, Ms Office, Power Point, E-mail & Internet) - Association of Accounting Technicians of Sri Lanka (AAT)
- **Certificate holder in Computerized Accounting** (Quick Books, Tally, MYOB) - Association of Accounting Technicians of Sri Lanka (AAT)

CAREER OBJECTIVE

Accounting professional with several areas of accounting experience and willing to learn new skills or programs needed to perform job duties. Reliable, dedicated and honest individual.

WORK EXPERIENCE

- **Randeniya Oil Mill – Gampaha-Sri Lanka**
Accounts/ Admin Assistant – September 2019 – July 2022
 - Work with ERP System (GRN/ POS System/ Transfer notes/ Stock balance/ Monthly stock reconciliation/ Stock Valuation)
 - Assisted in preparing monthly bank reconciliations, outstanding statements and profit and loss statements.
 - Salaries & Monthly Payroll, Preparing EPF/ ETF & all other administrative tasks assigned.
- **M3Force (Pvt)Ltd- Nawala -Sri Lanka**
Accounts Assistant – May 2018 – January 2019
 - Reviewing all invoices with relevant document and track the payments.
 - Preparing purchase orders, payment orders, receipts, journal vouchers, bank reconciliation statements, customers and suppliers reconciliations.
 - Filing the accounting documents and enter the accounting information in the accounting software.
 - Receiving and recording all incoming cheque in customer status sheet.
- **Swarna Business Development (Pvt) Ltd – Nawala –Sri Lanka**
Accounts Assistant- July 2017 – April 2018
 - Recording cash receipts and make bank deposits.
 - Conducting a monthly reconciliation of every bank account.
 - Assist in month end reporting procedures & internal auditors.
 - Filling ETF/ EPF labor department documents.
- **Acura Foreign Employment (Pvt)Ltd – Maradana – SriLanka**
Accounts / Admin Assistant – March 2012 – December 2016
 - Ensuring the receivables is collected promptly.
 - Maintaining the petty cash fund.
 - Posting job ads and organization resumes and job applications scheduling job interview process & preparing new employee files.

NON-RELATED REFREES

- D.Solochana Madushani,
B.Sc.Finance(sp) (University of Sri Jayawardenepura – Sri Lanka)
Assistant Accountant, Al Maya Group Dubai, UAE
Tel: +971 521644854
- M.D. Udeshika Priyadarshani
F & B Admin, Vida Beach Resort, Umm Al Quwain
Tel: +971 525700428

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

A.S.K. Siriwardhana
Applicant