



ISURA GUNARATHNA

ACCOUNTS ASSISTANT

CONTACT

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Isura gunarathna

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Al Muwaji , Al Ain, U.A.E

PERSONAL

Date of Birth : 04/26/1994

Nationality : Sri Lankan

Gender : Male

Civil Status : Single

Passport No : N9109903

SKILLS

- Finance Management
- Customer Service
- Operations
- Teamwork
- Problem-solving
- Adaptability

LANGUAGES

- Sinhala ●●●●●
- English ●●●●●

PROFILE

Experienced and versatile professional with a proven track record in diverse roles, including financial services, account assistance, and fast-food operations. Proficient in managing financial transactions, providing exceptional customer service, and ensuring operational excellence. Adept at adapting to dynamic environments, fostering teamwork, and delivering results with precision and professionalism. Eager to leverage expertise to contribute effectively to a dynamic organization.

WORK EXPERIENCE

Crew Member

PRESENT

Emirates Fast Food Company LLC (MC Donald's)

- Maintained cleanliness and hygiene standards in the dining area, kitchen, and restrooms, adhering to company policies and health regulations.
- Prepared and served food items according to standardized recipes and procedures, meeting quality and presentation standards consistently.
- Trained new team members on food preparation techniques, customer service protocols, and safety procedures, fostering a productive and cohesive work environment.
- Assisted in inventory management by monitoring stock levels, placing orders, and conducting regular stock counts to prevent shortages and wastage.
- Addressed customer inquiries, concerns, and complaints promptly and courteously, striving to resolve issues and ensure customer satisfaction.
- Collaborated with colleagues to achieve sales targets and promote upselling of menu items, contributing to revenue growth and profitability.
- Supported store management in various operational tasks, such as opening and closing procedures, scheduling, and implementing promotional activities.

Financial Service Assistant

2019 - 2022

SINGER SRI LANKA PLC Head office

- Supported customers in navigating financial products and services offered by Singer Sri Lanka PLC, ensuring clarity and satisfaction in their financial decisions.
- Processed customer transactions accurately and efficiently, including deposits, withdrawals, and fund transfers, maintaining a high level of precision and integrity.
- Assisted in the resolution of customer inquiries and concerns, demonstrating excellent communication and problem-solving skills.
- Collaborated with the finance team to compile and analyze financial data, contributing to the development of comprehensive reports and insights.
- Participated in customer outreach initiatives and promotional events to enhance brand awareness and attract new business opportunities.

Account Assistant

2018 - 2019

DPJ Holdings

- Managed accounts payable and receivable processes efficiently, ensuring accurate recording of financial transactions for DPJ Holdings.
- Prepared financial reports and statements, aiding in budget analysis and decision-making processes.
- Collaborated with team members to reconcile discrepancies in financial records, maintaining high levels of accuracy and compliance.
- Assisted in the preparation of tax documents and filings, ensuring timely submission and adherence to regulatory requirements.
- Conducted regular audits of financial data to identify and rectify errors, contributing to the overall integrity of financial records.

EDUCATION QUALIFICATIONS

- **BSc (Hons) Business management with a second class upper division**
Cardiff metropolitan university UK.
- **Higher National Diploma in Business finance** **2016 - 2018**
SLIATE Dehiwala, Srilanka.
- **GCE Advanced Level Examination** **2011 - 2013**
Department of Education Sri Lanka (Secondary Certificate)

PROFESSIONAL QUALIFICATIONS

- **Following the Business level examination**
Chartered Accountancy of Sri Lanka. (CA Sri Lanka)

COMPETENCIES

- **Computer literacy (MS Office & Adobe Photoshop).**
- **Leadership & strong PR skills**
- **Ability to work under pressures**
- **Team work and time management**
- **Flexible and fast learner**
- **Strong observational, analytical and decision making skills.**

EXTRA CURRICULAR ACTIVITIES

- **Treasurer of Rotary Club SINGER SRI LANKA PLC.**
- **Active member of commerce society (2012-2013).**
- **President of the school English Club.**
- **House captain - inter - house sport meet.**
- **Senior member In Group of " Parisara Niyamu Bata "**
- **Won Places in Provincial Gymnastic & Throw ball Tournament**