



# SANDALI ARTHAJEEWA

## Contact



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Dubai, UAE

## Personal Details

→ Date of Birth

30.12.1992

→ Gender

Female

→ Nationality

Sri Lankan

→ Marital Status

Married

→ Visa Status

Visit Visa

## Languages

→ English (7/10)

→ Sinhala (10/10)

## About Me

Seeking for a job where I can build on my current skills set to contribute to the profitability of the company while learning innovative ways in applying my knowledge. A reliable individual who is able to learn quickly and will work hard to add value to your company. The proven ability to organize, solve problems and make sound decisions are some of the competencies I will bring to the job.

## Experience

### ● RNR Enterprises (Pvt) Ltd - Sri Lanka [2022 - 2023] *Accounts Assistant*

- Analyzing financial records to identify errors and discrepancies.
- Preparing year-end financial reports to evaluate the financial performance of companies.
- Regularly updating all accounting ledgers and journals.
- Performing reconciliations of clients' bank accounts to ensure accuracy of cash records.
- Entering clients' transactional data into the appropriate accounting program.
- Recording clients' petty cash transactions in the petty cash journal.
- Ensuring that all office expenditure remains within budget.
- Backing up all office and client records to prevent loss of data.

### ● National Water Supply & Drainage Board – Sri Lanka [2016 - 2022] *Typist*

- Typing up company documents from dictation, audio recordings, written documents, and other media.
- Drafting documents, reports, spreadsheets, presentations, and other written material.
- Transcribing handwritten documents and audio recordings to digital documents.
- Managing and maintaining the physical and digital document filing system.
- Performing general office duties such as copying, scanning, printing, and answering phone calls and emails, among others.
- Ensuring that the office supplies are maintained and informing the supervisor of any issues or requirements.

## Skills

- ➔ Time Management
- ➔ Team Work
- ➔ Good Communication
- ➔ Leadership
- ➔ Self Motivated
- ➔ Active Listening

## Computer literacy

- ➔ Microsoft Word
- ➔ Microsoft Excel
- ➔ Microsoft PowerPoint
- ➔ Internet & E mails
- ➔ Quick Book
- ➔ Google Drive
- Typing Speed  
English – 95%

## Professional Qualification

● **Successfully Completed Human Resource Management Course at National youth service Council - LAVTC**  
*2017/ 07 - 2017 /12*

● **Successfully Completed Civil Engineering Course (NCT). at Technical College Rathamalana**  
*2018*

● **Successfully Completed Information & Communication Technology (NCICT) Course at National youth service Council - LAVTC**  
*2014/ 07 - 2014 /12*

● **Successfully Completed Quantity Surveying Course (NVQ Level - IV) at National youth service Council - LAVTC**  
*2012/ 07 - 2012/12*

## Education

● **Passed G.C.E Advanced Level Examination (2016)**  
*Sri Lanka*

● **Passed G.C.E Ordinary Level Examination (2008)**  
*Sri Lanka*