

SANDARUWAN KUMARA

ACCOUNTS EXECUTIVE | FINANCE EXECUTIVE

+971 55 433 1654

sandaruanpushpakumara0@gmail.com

Lago Vista Tower C, Al Fay Road, Dubai Production City, Dubai, UAE



PERSONAL DETAILS

Name - K. K. S. P. Kumara
Birthday - 11-November-1994
Visa Status - Visit Visa

SKILLS

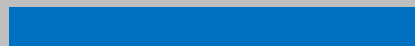
- Communication
- Customer Service
- Attention to Detail
- Time Management
- Teamwork
- Adaptability
- Multitasking
- Problem Solving
- Hard Working
- Fast Learning Skills
- MS Office Package
- Quick Books & Peach Tree

EDUCATIONAL QUALIFICATIONS

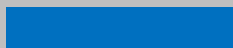
- Higher National Diploma in Accountancy at Sri Lanka Institute of Advanced Technological Education
- Completed Business Level 1 & 2 of Chartered Accountancy at Institute of Chartered Accountants of Sri Lanka.
- G. C. E. Advanced Level Examination
- G. C. E. Ordinary Level Examination

LANGUAGES

ENGLISH



HINDI



REFEREES

Can be provided on the request.

Dedicated Accounts Executive with a proven track record in managing financial transactions, reconciling accounts, and ensuring compliance with policies. Seeking a challenging role to apply expertise in accounting and contribute to organizational success. Looking for a challenging career in the UAE.

EXPERIENCE

SENIOR EXECUTIVE – FINANCE & ADMIN

Hair Solutions (Pvt) Ltd.

April 2022 to December 2023

Sri Lanka

- Oversee and administer all accounting transactions, ensuring strict compliance with financial policies and regulations.
- Perform meticulous reconciliation of accounts payable and receivable to maintain accurate financial records.
- Ensure the timely execution of bank payments and conduct comprehensive audits of financial transactions and documents.
- Maintain detailed records of sales and strategically coordinate store restocking activities.
- Manage and train store staff to enhance operational efficiency and customer service standards.
- Develop and execute plans for promotional campaigns, focusing on new products or specials to drive sales and customer engagement.

ACCOUNTS EXECUTIVE

Green House Plantation (Pvt) Ltd.

March 2021 to March 2022

Sri Lanka

- Manage daily financial transactions and maintain accurate accounting records.
- Reconcile accounts, ensuring accuracy and adherence to financial policies.
- Prepare financial statements, reports, and documentation for analysis and audits.
- Facilitate timely payments, monitor receivables, and ensure compliance with financial regulations.
- Collaborate with cross-functional teams, providing financial insights and support.

AUDIT ASSOCIATE

Fernando & Company

April 2018 to March 2021

Sri Lanka

- Conduct detailed financial audits, ensuring compliance with regulatory standards and policies.
- Analyze statements, identify discrepancies, and assess potential risks.
- Collaborate on planning and executing audit procedures with functional teams.
- Document findings, prepare reports, and present insights to management.
- Verify financial records, transactions, and internal controls for precision.
- Recommend process improvements based on audit observations.