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shenalisiriwardana20@gmail.com

A.S.K. Siriwardhana

I HAVE 08 YEARS OVERALL EXPERIENCE AS ACCOUNTS/ADMIN ASSISTANT.

WORKING EXPERIENCE

➤ Randeniya Oil Mill – Gampaha – Sri Lanka

Accounts/ Admin Assistant – September 2019 – July 2022

- Performs Book Keeping (Analyzing financial transactions, writing original journal entries that credit and debit the appropriate accounts, Posting entries to ledger)
- Salaries & Monthly Payroll, Preparing EPF/ ETF
- Preparing Invoices/ Receipts
- Work with ERP System (GRN/ POS System/ Transfer notes/ Stock balance/ Monthly stock reconciliation/ Stock Valuation)

➤ M3Force (Pvt)Ltd– Nawala – Sri Lanka

Accounts Assistant – May 2018 – January 2019

- Reviewing all invoices with relevant document and track the payments.
- Checking the documentation and authorization to withdraw money from cash.
- Filing the accounting documents and enter the accounting information in the accounting software.
- Receiving and recording all incoming cheque in customer status sheet.
- Preparing purchase orders, payment orders, receipts, journal vouchers, bank reconciliation statements, customers and suppliers reconciliations.

➤ Swarna Business Development (Pvt) Ltd – Nawala – Sri Lanka

Accounts Assistant– July 2017 – April 2018

- Purchasing supplies and equipment as authorized by management.
- Taking all reasonable discounts on supplier invoices.
- 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 – Sri Lanka

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.
- Preparing monthly salary annual leave & indemnity of employers.

SKILLS

- Excellent technology skills in Microsoft Excel, Word, Power point, Outlook, Internet, Quick Books & ERP system.
- Good management of petty cash
- Preparing cheques for payroll, Bank/ Accounts reconciliation
- Receiving & processing all invoices & payments.
- Good administrative organization skills.
- The good communication with suppliers/ Customers.

SCHOOL EDUCATION

- General Certificate in Education – Advance Level 2011 (Commerce)
- General Certificate in Education – Ordinary Level 2008

PERSONAL INFORMATION

Full Name	Arachchige Shenali Kanchana Siriwardhana
Nationality	Sri Lanka
Current Address	S 03, AMSA 1 Building, Jumeirah Village Circle, Dubai – UAE
E-Mail Address	shenalisiriwardana20@gmail.com
Date of Birth	30.06.1992
Gender	Female
Marital Status	Married
Visa Status	UAE Residence
Telephone	+971 527155162 / +94772686186

EDUCATION

- Completed AAT Foundation level & Intermediate level successfully – Association of Accounting Technicians of Sri Lanka (AAT)
 - Advance Financial Accounting & Costing – ‘C’ Pass
 - Information Systems in Digital Environment – ‘A’ Pass
 - Business Law – ‘B’ Pass
 - Business Management – ‘B’ Pass
 - Business Mathematics & Statistics – ‘A’ Pass
- 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)
- Certificate holder in English Language (IHRA University of Colombo Sri Lanka)

NONRELATED 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 solemnly declare that the particulars given above are true and accurate to the best of my knowledge.



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A.S.K. Siriwardhana