



SUGANYA GAYATHRI

CONTACT

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Address :
Zabeel accommodation Near F6 Building
Al quoz .4, U.A.E

PERSONAL INFO

Date of Birth : 12th Oct 1992
NIC No : 927860139V
Passport No : N10703025
Gender : Female
Nationality : Sri Lankan
Visa Status : Visit Visa

SKILLS

Payroll management
Debt collection
Financial analysis
Budgeting
Taxation
Auditing
Financial reporting
Forecasting
Accounts payable
Accounts receivable
Cost accounting
Compliance
Cash flow management
Financial modeling
Risk management
ERP systems

PROFILE

Detail-oriented accounting professional with expertise in payroll and debt collection. Successfully managed payroll processes, ensuring accuracy and compliance while optimizing efficiency. Proficient in payroll software systems, reducing errors and enhancing productivity. Skilled negotiator with a track record of recovering outstanding debts while preserving client relationships. Proactive problem-solver, adept at minimizing bad debt and improving cash flow. Strong foundation in accounting principles, committed to delivering results and adding value to organizational success. Seeking opportunities to leverage skills and contribute to a dynamic accounting environment.

WORK EXPERIENCE

2021
- 2024

Debt Collection Specialist

Fintech Software Solutions

Key Tasks & Responsibilities

- Initiate contact with individuals or businesses who owe money, through phone calls, emails, or letters.
- Work with debtors to establish repayment plans based on their financial situation, negotiating terms that are mutually acceptable and feasible.
- Research and gather information about the debtor's financial status, payment history, and any relevant circumstances that might impact the debt repayment.
- Keep accurate and detailed records of all communication and transactions with debtors, including payment agreements, promises to pay, and any disputes.

2014
- 2021

Senior Associate - Payroll

Goodhope Investment (Pvt) Ltd, Sri Lanka

Key Tasks & Responsibilities

- Overseeing the accurate and timely processing of payroll for employees, including calculating wages, bonuses, overtime, and deductions.
- Ensuring compliance with federal, state, and local payroll tax regulations, as well as company policies and procedures.
- Handling the administration of employee benefits such as health insurance, retirement plans, and other deductions.
- Conducting regular audits and reconciliations of payroll data to ensure accuracy and identify any discrepancies.
- Generating payroll reports for management, HR, and other departments as needed, and providing analysis of payroll data to support decision-making.
- Responding to inquiries from employees regarding payroll issues, deductions, and taxes, and providing excellent customer service.

LANGUAGES

	L	M	H
English			
Sinhala			
Tamil			
Hindi			

REFERENCE

Reference available upon request

PROFESSIONAL QUALIFICATION

Reading		Diploma in Human Resource Management & Administration SITC Campus
2012		Diploma in Computerize Accounting ICET Computer Institute
2011		Diploma in Microsoft Office ICET Computer Institute
2017 - 2018		Certificate in English Teacher Training Oxford University Cambridge University

EDUCATIONAL QUALIFICATIONS

2011		G.C.E. Advanced Level Department of Examinations, Sri Lanka
2008		G.C.E. Ordinary Level Department of Examinations, Sri Lanka

STRENGTHS

- Possessing meticulous attention to detail, ensuring precision in all financial tasks.
- Demonstrating exceptional organizational skills to proficiently manage multiple assignments and meet deadlines.
- Proactive problem-solving ability, consistently seeking efficient resolutions to challenges.
- Effective communicator with strong interpersonal skills, adept at engaging with clients, colleagues, and stakeholders.
- Adaptable to diverse work environments, thriving in fast-paced settings.
- Proficient in leveraging technology to streamline processes, with a quick grasp of new software and systems.
- Collaborative team player, contributing effectively to collective objectives.
- Committed to continuous learning and staying abreast of industry trends and best practices.