



H. SUMUDI HANSIKA PERERA

"To be an excellent professional and climb the career ladder through continuous learning."

CONTACT

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ADDRESS

Al Khail Gate, Dubai, UAE

PERSONAL DETAILS

Passport No: N10109061

Date of Birth: September 3rd, 1987

Nationality: Sri Lankan

Gender: Female

Marital Status: Married

Visa Status: Spouse visa

SKILLS

Customer Service
Organizing skills
Leadership
Teamwork

REFERENCES

Ms. Sapna Rajani
General Manager,
Matteograssi M E Furniture Trading LLC
Mob: +971 55 946 3634
E-mail: sapna@mgme.ae

CARRIER OBJECTIVE

Self-driven and detail-oriented Accounting Assistant with over 5 years of financial experience. Proficient in managing debits and credits, as well as preparing comprehensive financial reports for management. Recognized for a highly professional attitude, extensive analytical skills, and the ability to perform effectively under pressure.

Eager to tackle challenging environments to enhance knowledge and experience, with a commitment to achieving excellence in the profession. Dedicated to supporting organizational goals and contributing to the company's success and industry leadership.

Currently based in Dubai and available for immediate employment.

WORK EXPERIENCE

Receptionist Cum Accounts Assistant

July 2019 to August 2024

Etal group (Pvt) Ltd, Colombo, Sri Lanka

- Managed visitor and customer/supplier interactions efficiently, ensuring a welcoming and professional environment.
- Handled telephone calls and messages effectively, maintaining clear communication channels.
- Prepared and managed petty cash vouchers, ensuring accurate record-keeping.
- Handled petty cash transactions efficiently, maintaining strict adherence to budgetary controls.
- Generated month-end summaries, including exports, fuel consumption, and utility bills, for financial reporting.
- Prepared cheques and facilitated TT payments, ensuring timely processing of financial obligations.
- Coordinated internal transportation arrangements, optimizing logistics and resource allocation.
- Maintained S-VAT credit vouchers and invoices, ensuring compliance with tax regulations.

Sales Assistant cum Retail Store-In charge

January 2012 to April 2015

MatteoGrassi Middle East Trading L.L.C. Dubai, UAE

- Prepared quotations and invoices with precision, ensuring accuracy and timely delivery to clients.
- Arranged and scheduled business meetings, coordinating with all relevant stakeholders to ensure smooth logistics.
- Maintained and organized key administrative documents, enhancing office efficiency and accessibility.
- Served as Showroom In Charge, overseeing daily operations and ensuring a positive customer experience.
- Acted as a Sales Coordinator for the international market, facilitating communication between sales teams and international clients, and supporting the sales process.

EDUCATION & OTHER QUALIFICATIONS

- Successfully passed G.C.E. Advanced Level and G.C.E. Ordinary Level examinations.
- Fluent in English with excellent communication and public relations skills.
- Part-qualified in accountancy exams, demonstrating a commitment to professional development.
- Proficient in computer literacy, including a solid knowledge of MS Office applications.01/2003 – 08/2006