

R.K.A.D. Rathnayake

Dubai

rkadrathnayake8_wx9@indeedemail.com

+9710588981830

Well experience with professional qualification Accountant

Work Experience

Head of Operations

S H S HERBALS (PVT) LTD - Colombo, LK

June 2019 to December 2019

Non Related Reference -:

Local

1. Chathuri Buddhika

Accountant

Ministry of Sports

Colombo 07

+94 77 96 86 942

E mail - nwk.chathuri@gmail.com

2. Sarada Kothalawala

Managing Director

S H S Herbals (Pvt) Ltd

Horana, Sri Lanka

+9476 139 3 730

E mail - sarada.kothalawala@gmail.com

Job Description -:

- ❖ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ❖ Substantiates financial transactions by auditing documents
- ❖ Maintains accounting controls by preparing and recommending policies and procedures
- ❖ Summarizes current financial statements by collecting information, preparing balance sheet, Income statement and other report.
- ❖ Bank Reconciliation
- ❖ Generate Creditors and Debtors Reports and closely monitor the cash flow
- ❖ Generated budgets and forecasts on a quarterly basis and presented to the management team
- ❖ Inventory and Purchase control
- ❖ Liaise with the company customers, suppliers, Government office, bank officials
- ❖ Identify new customers
- ❖ Creative Promotions with advertising managers
- ❖ Developing brand awareness
- ❖ Ensuring staff working on processes are happy and operating efficiently
- ❖ Overseen recruitment efforts for all personal, including writing and placing job ads

❖ Overseeing exit interviews

In United Arab Emir

1. J Chaminda Pradeep Nandana
Sheik Rasheed Building
Sheik Saied Road

+971 55 420 5914

E mail - chaminda74c@gmail.com

I do hereby certify that the above particulars furnished by me are, true and accurate to the best of my knowledge. If I give the opportunity that I will assure to carry out the assign duties to fulfill your organization's objectives. Therefore, I would be grateful if you can consider my application and give me the opportunity to join your esteemed organization.

Thank you,

NAYANA DEEPANI RATHNAYAKE

Accountant

EXOTIC SAPPHIRE VOYAGES (PVT) LTD
August 2016 to April 2019

Accounts Executive

Araliya Green Hills Hotel PVT Limited - Nuwara Eliya
January 2013 to July 2016

Accounts Executive

STAATUM PHARMACEUTICALS (PVT) LTD - Colombo
January 2008 to December 2012

5 Years)

Education

Higher diploma in Biology,Advance Finance Accounting,MS office,Accounting software

Convent of the Child Jesus - Dubai
January 2020 to Present

Skills

ACCOUNTING, MS OFFICE

Additional Information

Skills -:

- Proficient in Accounting
- Familiar with Accounting Software (QB, Sage 50)
- MS Office, Internet, E mail knowledge