

Chamith Dinushaka

Accountant/ Finance Executive, Admin, Internal Auditor/ Business Continuity Analyst

Dubai

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0525211618

I have held Senior Accountant, Manager Positions with 8 years Finance, Audit, Sales & Marketing industry experience and proven ability to successfully manage company activities and resources. A progressive and result oriented individual who contributes to organization with forward thinking and thought-leadership; with experience ranging from UK and South East Asia.

Worked at Ernst and Young, WNS Global (BPO Company), Medicina Group covering many finance processes. Currently working for Adamjee Insurance Company (AICL) as Recovery Department - Senior Officer in Dubai, U.A.E, managing the accounts receivables & payable function while directly reporting to the Manager & Assistant Manager.

Work Experience

Senior Officer - Recovery

Adamjee Insurance

September 2018 to Present

Pharmalink

Managing the accounts receivable area of over 700 customers (Group Pharmacies, Hospitals, Individual Pharmacies, Medical Centres) located across U.A.E (Dubai, Ajman, Fujairah, Sharjah, Ras Al Khaimah, Umm Al Quwain)

- Ensuring all customers receive a updated statement beginning of each month after entering all the collections (cash, cheques, PDC) received via salesperson, direct customers, online transfers, delivery drivers etc.
- Daily overlooking cash/cheque on delivery invoices settlement by delivery drivers and preventing frauds.
- Handling cash purchases & expenses of Dubai office while managing & accounting the cash transactions.
- Following up with customers through calls, emails & official meetings with regards to the due payments and pushing them along with our own sales team to increase monthly target collection.
- Coordinating with the stores department with regards to the goods return by customers.
- Daily handling all the banking activities. (E.g. Cash/Current Dated cheque/PDC cheque deposits, return cheques of customers).
- Weekly collections meeting with the sales team.

Achievements:

- I have been assigned to Pharmalink Dubai Branch as the only Accountant to coordinate with the sales team due to my multi-tasking ability, fast decision making ability and results orientation skills.

Adamjee Insurance

- Maintenance and communication of daily record of received documents from other insurance companies (OIC), claims department related to own damaged (OD), third party (TP) with Recovery Department Head Office.
- All received claims from OIC, claim department related to OD-TP and recovery department head office shall be intimated and registered accurate, relevant and complete in accordance with Emirates Insurance Authority guidelines.
- Daily monitoring of scanned documents with infofort team related to OIC documents, claims department related to OD-TP.
- Daily communication of claims intimated to Premia (Oracle) System to Head Office.
- Weekly reconciliation of following.
- Total number of claims-claim document received from OIC, claims department related to OD-TP and Recovery department head office.
- Total number of claims files bar-coded by Infofort team.
- Total number of claims intimated in Premia (Oracle) System.
- Monthly reconciliation of above mentioned reports shall be prepared and communicated to head office within 2 working days of next month.
- Ensure all scanned files by infofort team are handover to claim department for filing and storage.
- Checklist as per Emirates Insurance Authority guidelines have to be prepared and attached with all claim files.

Accountant (Receivable)

Pharmalink Medicina Group

April 2017 to September 2018

Senior Associate-Operations

WNS Global Service

September 2015 to April 2016

Senior Accountant in Audit

Ernst & Young

July 2012 to May 2015

Since 30th July 2012 to 13th May 2015 in the Business Risk Services division and held the position of Senior Accountant in Auditing. During my tenure at EY, I have gained broader knowledge and experience in the following industries and was responsible for handling internal & external audits, preparation of the final report and financial statements, team management for clients in various sectors by making sure that the deadlines are met whilst not compromising on quality. Further, I attended audit committee meetings with the Senior & Middle level Management, CEO's, Directors and Shareholder and answering any queries on findings included in the report.

Education

Bachelor of Business Administration (Honours) in Degree

Staffordshire University

2012

Diploma in Business Administration in Business Administration

Asia Pacific Institute of Information Technology (APIIT)

2010

Diploma in Business Information Technology in Business Information Technology

Asia Pacific Institute of Information Technology (APIIT)

Skills

VISIO, MS OFFICE, EXCEL, MS VISIO, Microsoft Excel, Microsoft Office

Certifications and Licenses

ACCA

UAE Driving Licence

Additional Information

- * Performing Internal Audits * Inventory Management * Risk Reviews
- * Performance reviews(Compliance Reviews) * Agreed upon Procedure Engagements * Supervising & conducting external audit engagements
- * Forensic investigations
- * Financial Analyst

* Preparing final reports and financial statements

* Debtor and Creditor Management

Key Responsibilities:

A) Financial Accounting Assignments

- Maintaining and preparation of the General Ledger and control accounts.
- Preparation of reconciliations for creditors, debtors and banks.
- Discussing and confirming related journal entries with the client.
- Preparation of monthly accounts, interim financial statements, final accounts, consolidated financial statements, forecasted financial statements and cash flows.
- Providing management information for decision making.
- Liaising with the internal and external stakeholders of the company.

B) Audit Assignments

- Participating in the planning process of the internal, management, external audits and assignments. Initiating action plans, when changes in the audit environment were foreseen.

- Direct communication with the clients in the planning process, and in the wrap up process.
- Communicating with the clients to identify the requirements of the client and preparing the proposals accordingly.
- Manage, direct, and monitor client service teams on multiple engagements; plan, execute, direct, and complete audits and assignments in a wide variety of industries within the budget.
- Assessing the industry business risk and the risk factors affecting the operations of the company.
- Staff selection and staff coordination for the audits.
- Preparing audit programs for new clients after evaluating risks and controls of the company.
- Executing audit programs in accordance with the audit plan.
- Perform reviews of internal control procedures and frameworks.
- Carrying out compliance and substantive tests as and when required. Preparing summaries and substantiate according to the findings.
- Liaising with the officers involving in the operation of the system and procedures. Obtained comments from the management on the observations detected.
- Formulating recommendations in consultation with the management. Agreeing upon implementation plans. Also, as an integral part of the audit, carrying out follow up on the action plans and reporting to the management on the same.
- Responsibilities include report writing and maintaining of audit working papers and files according to the 'Ernst & Young' Global Audit Methodologies.
- Attending audit closure meeting with Senior Manager, management, audit committee, CEO's, shareholders to discuss the observations found and action plan to avoid these matters in the future.
- Supervising the audit assignments, finalizing and issuing the final reports to the clients.

C) Management Accounting

- Analysing and compiling management reports for clients that included Ratio Analysis, Variance Analysis, Analysis of Sales Performance, calculation of Stock Holding Periods, Debtor's Collection Periods and Creditor's Settlement Periods, etc.
- Advising the management on the working capital management based on ratio analysis, market interest rates and the comparisons of the prior results of the ratios.
- Carrying out Post Project Completion audits.
- In respect to clients, advising on feed-forward controls and feedback controls.
- Calculation of cost of production unit, cost of service rendered and transfer pricing to be set.
- Preparing reports for Business Process Re-engineering.
- Studying the production and service cycles of various companies and advising on the improvement strategies for the identified bottlenecks.

D) Management Consultancy

- Preparation of System Review Reports, Compliance Reports, Audit Programs, Investigation Reports, Financial Feasibility Reports and Post Project Evaluation Reports etc.
- Valuation of companies for future expansion strategies.
- Undertaking market research for clients to develop market developing strategies.
- Preparation of management reports to the Board of Directors on evaluations carried out on the accounting systems and operations for the purposes of the audit.

Key Clients Handled

Manufacturing and Trading (Retail/Wholesale/Local/International) Organizations -

- * Singer (Sri Lanka) PLC (Singer Industries PLC, Regnis (Lanka) PLC, Regnis Appliances Pvt Ltd),
- * Central Industries Pvt Ltd,
- * Asia Pacific Brewery Limited (subsidiary of Heineken Beer),
- * Ceylon Biscuits Limited (CBL Foods International (Pvt) Ltd, Convenience Foods [Lanka] PLC, CBL Export (Pvt) Ltd). (Accounts Receivable)
- * Delmege Forsyth (Export) Pvt Ltd,
- * Delmege Coir (Pvt) Ltd.
- * KLAWE Gem and Jewellery Hub
- * Paddington Hotel and Restaurants
- Banking, Finance & Insurance Services -
- * Commercial Bank of Ceylon (3 Branches),
- * Edirisinghe Trust Investment Finance Limited,
- * Co-operative Insurance.
- Healthcare & Pharmaceutical - GlaxoSmithKline (GSK), Pharmalink Medicina Group UAE.
- Transport and Energy Industry - Chevron Lubricants PLC, Lewis Brown Air Service (Pvt) Ltd.
- Engineering Industry - Solex (Pvt) Ltd.
- Hospitality - Casa Colombo Mirissa Hotel & Juice Armbalangoda Hotel (Accounts Payable)
- Education Services - Ladies College (Kolpity).
- Non-governmental Organization - Nazarene Compassionate Ministries Lanka Centre.
- Advertising Agency - Lowe LDB (Pvt) Ltd Media Agency of Unilever Sri Lanka.
- Agriculture Sector - Hayleys Agriculture Holdings Limited.

2. WNS Global Services (B.P.O) Sep 2015 - April 2016

Key Responsibilities:

- Attend regular meetings with the stakeholders and customers.
- Manage Financial Shared Service - Expense Accounting function with 30 team members for two business units.
- Responsible for service delivery within agreed Service Level Agreements.

Achievements:

- Stream lined processes including balance-sheet reconciliation process, journal process, etc.

3. Pharmalink Drugs Store (Medicina Group) U.A.E. Receivable Accountant Apr2017-Sept2018

Key Responsibilities:

- Managing the accounts receivable area of over 700 customers (Group Pharmacies, Hospitals, Individual Pharmacies, Medical Centre's) located across U.A.E (Dubai, Ajman, Fujairah, Sharjah, Ras Al Khaimah, Umm Al Quwain)
- Ensuring all customers receive a updated statement beginning of each month after entering all the collections (cash, cheques, PDC) received via salesperson, direct customers, online transfers, delivery drivers etc.
- Daily overlooking cash/cheque on delivery invoices settlement by delivery drivers and preventing frauds.

- Handling cash purchases & expenses of Dubai office while managing & accounting the cash transactions.
- Following up with customers through calls, emails & official meetings with regards to the due payments and pushing them along with our own sales team to increase monthly target collection.
- Coordinating with the stores department with regards to the goods return by customers.
- Daily handling all the banking activities. (E.g. Cash/Current Dated cheque/PDC cheque deposits, return cheques of customers).
- Weekly collections meeting with the sales team.

Achievements:

- I have been assigned to Pharmalink Dubai Branch as the only Accountant to coordinate with the sales team due to my multi-tasking ability, fast decision making ability and results orientation skills.
- 4. ADAMJEE INSURANCE (AICL) U.A.E SENIOR OFFICER - RECOVERY Sept 2018 - Till Date
I have introduced many financial controlling internal processes to prevent frauds within the company.

Key Responsibilities: (KPI)

- Maintenance and communication of daily record of received documents from other insurance companies (OIC), claims department related to own damaged (OD), third party (TP) with Recovery Department Head Office.
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Operating Systems Windows Operating systems

Modelling Tools MS Visio

Other Systems MS Office Suite (Advance Excel Formula), Team Viewer

Soft skills Desktop Computer Assemble Knowledge

Extra - Curricular Activities and Achievements

- House level: Tennis
: Swimming
- School level: House Prefect (2006-2007)

Steward at the Royal Thomian Cricket Match - 2007
Seylan Bank (Students' Savings Centre) - Manager (2006)
Automobile Club - Organizer (2005-2007)
Commerce Society - Organizer (2006)
Hewisi Band (2002-2003)
Buddhist Students' Association - Member