

# S. S. Madusha Priyadarshani

## **Assistant Accountant**

Abu Dhabi

[madushapriyadarshani6\\_zn8@indeedemail.com](mailto:madushapriyadarshani6_zn8@indeedemail.com)

056 340 0793

## Work Experience

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### **Assistant Accountant**

Fine Ash (Pvt) Ltd - Colombo

November 2018 to February 2019

Purchase, Sales & Transporting Industry.

- Monitoring daily sales
- Tracking Vehicle Fleet
- Calculating Driver & Helper Batta Rates and trip allowance
- Preparing Payroll
- Handling Debtors & Creditors
- Monitoring Overall office Administration

### **Coordinating Secretary and Imports Operation Manager**

AMT Marketing & Distributors (Pvt) Ltd

August 2015 to October 2018

Responsibilities

- Preparing Export & Import documents.
- Cusdec Entry Framing.
- Making clearing documents (Panel Forms, Cargo Clearing Remittance).
- Shipment Bookings.
- Monitoring Consignment.
- Stock Handling, Ledger Maintaining both manual and Computerized.
- Day book, Petty Cash, General Ledger, Debtors ledger, Credits ledger.
- Sales Handling & Monitoring.
- Communicating with the Foreign Suppliers and Customers.
- Letter Typing.
- Office Administration.
- Monitoring Office Vehicles, Transporting Procedure (Pickup and Browsers).
- Handling VAT.
- Dealing with the Bank.
- Opening L/C, Shipping Guarantee, Bank Guarantee & Bid Bonds.

## Education

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OKI International School

2012 to 2015

**Diploma in Borella, Sri Lanka**

Aquinas University  
2015

## Skills

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Tally ERP 9, Microsoft Office (5 years)

## Additional Information

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Key Skills: Reliable & able to work part of team, even under difficult conditions, Opening  
New Ideas and Achieving goals.

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Current Location : Abu Dhabi