

K.D CHINTHANI PRASANGI

SUMMARY

Qualified Accountant with extensive background in advanced administrative management processes. utilizes superior communication skills to build meaningful, trusting relationships that exceed client demands. Highly skilled project manager with outstanding team leadership abilities to meet targets consistently.

EDUCATION

Bachelor of Science in Accounting & Finance – 2022

University of Sri Jayewardenepura - Sri Lanka

Diploma in Computer base Accounting -University of Sri Jayewardenepura

G.C.E advance level 2017

Rajasinghe central college - Hanwella

EXPERIENCE

Administrative Officer. 03/2024 - 02/2025

Seeds Castle Food Manufacturing LLC – Dubai

Daily tally cash sales & card payment

Maintain Petty cash

Monthly accounts activities & Reconciliation

Request counter quotes & finalize supplier.

Store maintain & inventory

MS Office suite, Google Drive, Outlook, Shopify

Sales Officer. 10/2023 - 12/2023

Bait al Abeer Digital Marketing Co., - Deira, Dubai

Visa & air ticket selling

Working in the government portal

Computer Operator. 05/2023 - 08/2023

Tianchuang Trading Company - Cambodia

- MS Office suite, Google Drive, Outlook, Quick book

Assistant accountant, 01/2021- 01/2023

John keels holding - Sri Lanka

- Daily maintain day to day activities and payable, receivable cash flows
- Daily tally cashier and make daily sales report and check with system.
- Monthly tally balance with bank reconciliation and prepares monthly statement.
- Monthly check stock differences.
- Monthly prepare payroll.
- Maintained high productivity by efficiently processing cash, credit and debit payments.

Accounts Assistant, 07/2019 - 12/2020

Mahar agama auto care Centre - Sri Lanka

- Prepared month-end closing entries to maintain detailed reporting and bookkeeping.
- Gathered all banking transactions via statements, recorded activity in Excel format and reconciled balances.
- Maintained accuracy when reviewing and reconciling general ledger.
- Posted financial data in Excel spreadsheets and managed inventory to maintain accurate information.
- Calculated taxes owed and prepared tax returns to deliver prompt payments in adherence with tax laws and governance.
- Prepared weekly, monthly and annual financial reports for analysis by senior accountants.

Accounting Clerk 05/2018 - 06/2019

Institute of Technology - Moratuwa

- Confirmed correctness of names, dates, information and facts before inputting data.
- Disbursed payments from petty cash.



CONTACT

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Phone : +971 54 398 4323

chinthaniprasangi2019@gmail.com

PERSONAL DETAILS

- Nationality - Sri Lanka
- Date of Birth 16/07/1998
- Marital status - Unmarried
- Gender - Female
- visa status - Cancel visa
- Passport no - N10607019

SKILLS

- Full-cycle accounting
- Bank reconciliations and balancing
- Budget forecasting expertise
- Advanced computer proficiency
- Financial auditing
- Debits and credits research
- Financial account management
- General Ledger accounting
- Payment processing
- Accounting software & MS Office

LANGUAGES

English:	C1
Advanced	
Sinhala:	C2
Proficient	