



Pavani Thashmila

Accountant

An extrovert who takes the extra mile to maintain proper etiquette in achieving a prominent goal through effective and articulate communication whilst instilling confidence in fellow colleagues.

Work Experience

- **Accountant & Secretary** (06th Feb 2021– 31th AUG 2021)
SAS KITCHENS AND UNITED KITCHEN EQUIPMENTS (SHARJAH, UAE)

Duties and Responsibilities

- Experienced in VAT Returns and VAT Filling .
- Preparing Accounts and Reconciliations .
- Auditing and Analyzing Financial performance.
- Monitoring the expenses and budgeting .
- Compiling and presenting financial and budget reports

- **Assistant Accountant** (17th June 2019 – 30th June 2020)
Oxford Trading PLC (Colombo, Sri Lanka)

Duties and Responsibilities

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Completing purchase orders.
- Managing payroll.
- Completing financial reports on a regular basis and providing information to the finance team.
- Assisting with budgets.
- Completing bank reconciliations.

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Address : Abu Hail, Dubai

Nationality : Sri Lankan

Date Of Birth : 16-01-2001

Software Knowledge

- Quick books
- Tally ERP
- SAP ERP
- MS Word
- MS Excel
- MS Power Point
- MS Access

Skills

Good Communication
Decision Making
Management
Punctuality
Event Organizing
Leadership
Team work / Team play
Problem Solving
Delegation

Languages

English
Tamil
Sinhala
Hindi

Visa Statues

Visit Visa
Validity : 15th Nov 2021

- **Audit Associate** (7th Nov 2020 - 25th Jan 2021)
Kreston MNS and Co (Sri Lanka)

Duties and Responsibilities

- Assisting the Auditing team with planning and administration of assignments.
- Drafting Financial Statements
- Preparing Budgets
- Conducting Financial Audits, and verify the financial Information of the organization

Educational Qualifications

- Successfully completed 1st level of Chartered Accountants Degree (2021)
- Ongoing with 2nd level of Chartered Accountants Degree
- Passed GCE Advanced Level in Commerce Stream with Distinction (2020)
- Successfully completed Diploma in Computing (2018)
- Passed GCE Ordinary Level of studies (2017)

Extra Co-Curriculars and Sports

- Member of Commerce Association at OKI International School
- Member of Literary Association at York International School
- Member of Gavel Club At OKI International School
- Member of Debate Club at OKI International School
- Senior Prefect of York International School
- Have taken part in Inter – House Athletic Meets & won awards

❖ **Thereby , I declare that the particulars mentioned above are accurate to the best of my knowledge .**