

# Accountant

## Amila Sampath

Accredited Business Accountant and senior management professional with more than **10 + years** of stellar experience in Financial Accounting, Management Accounting, Accounting Standards (IFRSs, IASs, and GAPPs), Budgeting and Forecasting, Financial Analysis, Taxation, structuring financial policies. Leverages exceptional accounting and financial acumen to achieve operational excellence & ensure organizational growth. Credible history of minimizing cost and enhancing profitability ratio with high value financial solutions. Demonstrated excellent analytical, technical, and Acct. skills to effectively manage the company across different sectors.

### WORK EXPERIENCE

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#### Bridge Advisory & Consulting (Pvt) Ltd – Senior Accountant



**April 2021 to June 2022 (1 year & 2 Months)**

##### Responsibilities

**Sri Lanka**

- Perform Payment approval review before it is sent to Manager or controller for approval.
- Preparing financial analyses and reports for all clients.
- Support External Audits.
- Creating Periodic Reports such as balance sheets, Profit & Loss Statements etc.
- Financial Statements & Accounting / Reporting Standards / Group Policies.
- All Vendor invoices are processed by checking the respective documents.
- Payroll handling .
- Improve month-end process & related reporting.
- All Vendor invoices are processed in timely manner.
- Performing External Audit.
- Work on Bank reconciliation during month end

#### ITX 360 (Pvt) Ltd – Accountant



**March 2017 - March 2021 (4 years)**

**Sri Lanka**

- Strong awareness of internal control and security concerns.
- Performed monthly bank reconciliations and GL account analyses for assets worth \$14M+
- VAT Accounting and filling
- Preparing Invoices/Delivery Notes/ Quotations
- Payment follow up, cheque collection, cheque deposit
- Process documentation and reporting, as needed
- Maintain and updating ERP software Tally
- Regular Trial Balance review and Balance Sheet substantiation
- GL Reconciliations
- Balance sheet & Book Keeping.

## **Access Lifestyle (Pvt) Ltd - Junior Accountant**

**August 2017 - March 2017 (8 Months)**

- Comply with all company, local, accounting and financial regulations.
- Preparing financial analyses and reports for all clients.
- Compiling, Analyzing and reporting financial data.
- Creating Periodic Reports such as balance sheets, Profit & Loss Statements etc.
- Keeping informed about current legislation relating to finance.
- Performing Audits and resolving discrepancies
- Cash Handling
- Management Reports
- Payroll handling

**Sri Lanka**



## **C. W. Mackie PLC - Junior Accountant**

**August 2017 - September 2015 (1 Year)**

- Preparation of financial Accounting
- Monthly Management Accounts.
- Interact with internal and external auditors
- Business developments,
- Project evaluation, Product and Project costing, Creditor controlling.
- Handling inventory accounts and stock valuation, Business Evaluation.
- Ad hoc report to the management, Future business opportunities
- Evaluation with economic, conditions, System auditing, Cash Management



## **WNS Global Service- Senior Associate**

**January 2016 - August 2017 (8 Months)**

**Sri Lanka**



### **USA – Remote work**

- Account Reconciliation and Bank reconciliation in USA Transamerica division.
- Preparing Final Accounts

### **UAE – Remote Work**

- GL Reconciliation.
- Preparing Final Accounts
- Taxation and tax reports

## **A. Baur & Co. (Pvt) Ltd – Accounts Assistant**



**December 2015 - June 2011 (3 Year & 6 months)**

- Preparation of monthly accounts related to agriculture division
- Preparation of management reports.
- Preparation of monthly entries.
- Preparation of manual cost of sales workings.
- Workings on branches stocks receipt, issues and inventory verifications.
- Valuation on main stores, floor stock closing balances and stock usage.
- Stocks Valuation.
- Preparations of government subsidy claims and subsidy statement related to Agriculture division.
- Preparation of stocks aging reports.
- Preparation of pre-Shipment & Post- shipment costing.
- Reconciliation of cost of sales.
- Interact with internal & external auditors.
- Preparation of ad hoc report to the management to review specific areas to the Management.
- Preparation of supplier payment.
- Preparation of pre payments & advance statement.
- Preparation of bank reconciliations.

## **Kapruka Dot Com (Pvt) Ltd - Accounts Coordinator**



**June 2010 - June 2011 (1 Year)**

**Sri Lanka**

- Preparation of expense analysis reports.
- Preparation of payments for suppliers.
- Handling main cash department & petty cash.
- Inventory management & inventory analysis report.
- General ledger Reconciliation
- Bank reconciliation.
- Handling Amex & PayPal transaction reconciliation

## **PROFESSIONAL EDUCATION**

### **University of West London - Master of Business Administration, Accounting**

January 2019 - December 2020

**United Kingdom**

### **Bachelor Degree in Accounting**

### **Institute of Chartered Accountants of Sri Lanka – Certified Business Accountant (CBA)**

August 2010 - May 2014 (Completed 3 years professional training)

**Sri Lanka**

Following CA Final Level and completed CA inter.

## SKILLS

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Financial Accounting, Management Accounting, Internal Controls, Reconciliations & AP/AR, Taxation (UAE VAT Knowledge), Cost Reduction & Control, Budgeting & Forecasting, IFRSs, IASs and GAAPs. Awareness of UAW labor law, Microsoft Office Expert, Strong analytical, communication, and computer skills. Knowledge on mathematics and accounting and financial processes, Conflict Resolution, Knowledge in RACI and RACM, Alteryx/ Data warehouse and Basware.

## Accounting Software knowledge

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SAP, Oracle, Tally, QuickBooks, SAGE ERP, Peach Tree, Zoho, SAP HANA Version.

## CERTIFICATIONS

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- Certified Business Accountant (CBA)

**Sri Lanka**

## PERSONAL INFORMATION

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Email Address - amilakariyawasam88@gmail.com

Mobile / WhatsApp +971 581 395 236

Address - 09th Floor, Bahir Building, Al Barsha 1, Dubai, and UAE.

Date of Birth – 2<sup>nd</sup> April 1990 (32 years of old)

Passport number - N5359809

Nationality – Sri Lankan

Visa Status - Visit Visa unit 9<sup>th</sup> October 2022

LinkedIn - <https://www.linkedin.com/in/amila-kariyawasam-023084a8/>

## REFERENCES

Mr. Marlon Leo De Silva  
Head of Sales  
PayMedia (Pvt) Ltd – UAE  
Mob - +971 581 394 655

Mr. Trevin Jude Asker  
Assistant Reservation Manager  
Caesars Palace Bluewaters – UAE  
Mob - +971 544 280 760

I do hereby certify that the particulars furnished by me are true and correct to the best of my knowledge.