

# NUWANI KAUSHALYA T.A.D.

## HR Recruiter / Administration / Audit / Finance

CurrentLocation : Madinat zayed city, Abu Dhabi.  
VisaStatus : Visit /Tourist  
Availability : Immediately  
Email : [nuwanik@yahoo.com](mailto:nuwanik@yahoo.com)  
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## EDUCATION

### Bachelor of Human Resources management (Business Management) - B.B.Mgt (HR) Special

Earned – March 2018

University of Kelaniya, Sri Lanka .

### The Institute of Chartered Accountancy (SL) – Final Level Reader.

- Completed Foundation Level of chartered institute of Sri Lanka-(2010)
- Completed CAB 01 AND CAB 02 Stages-(2013)
- Completed Business Level-(2015)
- Completed Cooperate level One subject Advance Taxation-(2015)

## WORK EXPERIENCE

### HR RECRUITER AND ADMINISTRATION HR COORDINATOR

HYUNDAI ENGINEERING AND CONSTRUCTION CO., LTD – COLOMBO -Sri Lanka

January 2018 to November 2019

- Preparing and issuing employment contracts to new employees.
- Making sure that all employee records are accurate and well maintained.
- Organizing induction ceremonies and training for new staff.
- Compiling the following data about employees payroll – such as hours worked , leaves and time sheets.
- Involved in the performance review of staff.
- Authorizing and issuing the payslips.
- Finalizing paper work for when member of staff leaves employment.
- Build annual training program and prepare teaching plans.
- Supervising less experienced members of the team. periodically evaluate ongoing programs to ensure that they reflect any changes
- Preparing various letters like offer letters , appointment letters , confirmation letters , absenteeism notice , service certificate.

### AUDIT – EXECUTIVE

SUSANTHA SENANNAYAKE AND COMPANY - Sri Lanka

December 2016 to January 2018

- Performed and executive audit test including management of sampling techniques.
- Checked all accounting and client's data bases are updated and functioning properly
- Interact with client to help ensure that the information flow from the client to audit team is efficient.
- Identified and communicate accounting and auditing matters to manager and partners
- Help to review and proffer solution to internal audit issues.

## AUDIT - EXECUTIVE

WIJAYARATNE AND COMPANY - Srilanka

October 2015 to October 2016

- Preparing Tax calculations.
- Company And personal Accounts preparation year ended and monthly.
- Filling Tax Returns, VAT, NBT Calculation. Presenting Tax Related Matters
- Communicates audit findings by preparing report.
- Tested the design and effectiveness of internal controls by completing walk – throughs of complex business process.

## AUDIT - EXECUTIVE

BDO PARTNERS - Srilanka

September 2014 to September 2015

- Participating as a active member of internal and external Annual and interim audits of Service sector, Manufacturing, Hotel, Hydro power, Banking Telecommunication, industries and handling small and medium size audit.
- Coordination actively periodic audit
- Present audit findings and ways to increase compliance and efficiently
- Develop and maintain strong relationships across all levels of the organization
- Ensure efficiency of internal control policies concerning the preparation of financial statement.
- Provide book keeping and tax services to small business and individuals. And prepare the draft accounts sets.

## Skills

Audit, Taxation, Accounting, Internal audit, Administration and HR Easily Accessible with any kind of accounting and auditing software (ERP,sage), MS Office Packages, Strong Interpersonal, Communication, Presentation, Reporting, Negotiation, Leadership and Analytical skills., Language Ability – Good Command of English, Sinhala and Tamil., Team work and Motivative ability.

## Extra Detail

Nationality : Sri Lankan  
DOB : 1988/08/16  
Marital Status : Married

## NON-RELATED REFEREES

Mr. Suresh Dalugoda  
Cost Consultant,  
Omnium International LLC,  
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