



SHANIKA COORAY

PROFESSIONAL SUMMARY

A naturally diligent, conscientious and details focused finance professional who possesses broad software knowledge, advanced numerical and analytical skills. Aiming to secure accounting role within dynamic team. A protective team member capable of working collaboratively or with minimal supervision. Eager to bring value to any team through a history of excellent performance and unyielding integrity.

CONTACT INFO

NAME : - Shanika Dhananjalee
Cooray

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Emirates

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PERSONAL DETAILS

DATE OF BIRTH : - 18/07/1991

MARITAL STATUS : - Single

NATIONALITY : - Sri Lankan

GENDER : - Female

VISA STATUS : - Visit Visa

PROFESSIONAL QUALIFICATIONS

01 - Higher Diploma In Business Management - 2020/2021

University of Kelaniya -Sri Lanka

02 - Diploma In Business Management – 2018/2019

University of Kelaniya – Sri Lanka

03 - Passed Chartered Accountancy CAB 01 – 2012

Institute of Chartered Accountancy

04- Certificate of Proficiency as Skilled Craftsman

(with NVQ level - 3) – 2011/2013

National Apprenticeship and Industrial Training Authority
(NAITA)

05- National Certificate in Information & Communication

Technology (NCICT) – 2011/2012

National Apprenticeship and industrial Training Authority
(NAITA)

SKILLS

- Ability to work as part of a team and take direction accurately.
- Analytical thinker and problem solver.
- Competent IT skills, particularly proficiency with spreadsheet software.
- High level of accuracy.
- Extremely organized in a manner that is easily read by others.

EXTRA CURRICULAR ACTIVITIES

- Won school colours for the best player in Net ball
- Active member of Colombo District Net ball Federation Team (2005/2009)
- Divisional, Regional and All island Sport victories from the individual field events.
- Active member of the Employee's Trust Fund Board Net Ball, Badminton, and Athletic Team.

PROFESSIONAL EXPERIENCES

01 – Account Assistant – (2017- 2023) Employee's Trust Fund Board – Sri Lanka

- Reconcile invoice and identify discrepancies.
- Create and update expenses reports.
- Process reimbursement forms.
- Prepare Bank deposits.
- Enter financial transactions into internal databases.
- Check spreadsheets for accuracy
- Maintain digital and physical financial records and reports.
- Issue invoices to customer and external partners, as needed.
- Review and file payroll documents.
- Participate in quarterly and annual Audit.

02 – Administrative Assistant - (2015 – 2016) National Gem And Jewellery Authority – Sri Lanka

- Actively organize management's scheduling needs
- Rearrange schedules to accommodate last -minute changes and emergency cancellations.
- Arrange and facilitate meetings, ensuring all parties can attend and that rooms are available.
- Prepare documents for external or internal communications.
- Analyse data and create reports to deliver to upper management.
- Accurately screen candidates or act as the liaison between different department and senior staff members.
- All corporate and business have many moving parts that can be hard to keep track of management assistant.
- Plan and facilitate company-wide events or communications that upper management has created.

03 – Account Assistant – (2014 – 2015) Sri Jayawardhanapura Multi- Purpose Co-op Society – Sri Lanka

- Monitoring daily communication and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are corrects.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recoding and filling cash transactions.
- Controlling credit and chasing debit.
- Invoice Processing and filing.
- Processing expenses request for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.

04 – Administrative Assistant – (2013 – 2014)
Bank of Ceylon – Sri Lanka

- Meeting with departmental representatives to discuss HR issues.
- Referring issues to senior HR staff.
- Assisting department with their recruitment needs through liaison with agencies / advertisers.
- Participating in the collection of market salary information for the annual review.
- Assisting with the production and implementation of HR policies and procedures.
- Responding to other ad-hoc queries from other personal in the company.

05 – Computer Application Assistant Trainee – (2011 – 2012)
University of Colombo – Sri Lanka

- Acquired knowledge and skills of ,
 - ✓ Processing word documents,
 - ✓ Processing spreadsheet,
 - ✓ Prepare presentations,
 - ✓ Design and maintain database,
 - ✓ Handle E-mail and Internet related duties