

Amith Prabath

Botheju



Contact

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Languages

- English – Proficient
- Sinhala – Native
- Hindi – Mid Range

Additional Abilities

- Holding Driving license of United Arab Emirates
- Holding Light & Heavy Vehicle Driving license of Government of Sri Lanka

Other Skills

- Strong decision maker
- Complex problem solver
- Service-focused
- Leadership Qualities
- Open-Minded

PERSONAL PROFILE

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

EDUCATION HISTORY

- G.C.E (A/L) Examination in 1993
- G.C.E (O/L) Examination in 1990
- Passed Part 1 in Association of Accounting Technicians of Sri Lanka (AAT)

Computer Literacy

- Diploma in Microsoft Office, conducted by Info Computer Institute, Nugegoda Sri Lanka.
 - ✓ MS Windows
 - ✓ MS Word
 - ✓ MS Excel & Others
- Diploma in Dbase and MS Dos Applications conducted by Info Computer Institute ,Nugegoda, Sri Lanka

WORKING EXPERIENCE

- **Senior Marketing Executive in UAE Exchange Center LLC, Dubai, U.A.E (functioned as Sri Lankan Corridor In-Charge since 2019)**
 - ✓ Ensure that daily activity & Marketing reports are correctly processed in all branches.
 - ✓ Preparing and providing all kind of marketing reports and analyzing reports for marketing department & management.
 - ✓ Provision of giving relevant, timely and accurate market information to regional office & Head Office to support top management in achieving their targets.
 - ✓ Conducting any marketing related activities in particular area & make good relationship with companies, Organizations, Camp Bosses & all kind of customers.
 - ✓ Co-ordinate & follow-up with inactive customer's & bring back them to branch for businesses.
 - ✓ Ensure that the continuous review and improvement in the marketing side at particular area

- **Deport Accountant – Al Marai Company at State of Qatar Branch, Kingdom of Saudi Arabia & State Of Kuwait Branch**
 - ✓ Ensure that within the depot all daily reconciliation of stocks, cash and credits are correctly processed.
 - ✓ Preparation and distribution of Internal Financial statements and analyses for the sales depot.
 - ✓ Provision of relevant, timely and accurate depot information to regional office & Head Office to support top management in achieving their targets.
 - ✓ Maintaining Cash & Bank Book, Preparing Bank Reconciliation.
 - ✓ Performing regular physical stock verification on all trade stocks.
 - ✓ Conducting truck Audits & temporary Credit to ensure effective control on sales & distribution.
 - ✓ Co-ordinate & following up with debtors to ensure effective collection.
 - ✓ Maintaining Accrual/Prepayment schedules, preparation of journal vouchers & Account Reconciliation

- **Worked as a Project Accountant at K.D.A Weerasinghe & Co (Pvt) Ltd, Sri Lanka (2007 to 2008)**
- **Worked as an Administrator (Admin & Accounts) at Refrains Ltd, Sri Lanka (2005 to 2007)**
- **Worked as an Operation Executive (Accounts & Marketing) at Essenell Chemicals (Pvt) Ltd, Sri Lanka (1998 to 2005)**
 - ✓ **Purchases Accounting**
 - ✓ **Payroll Accounting**
 - ✓ **Cash & Banking**
 - ✓ **Stock / Inventory Accounting**
 - ✓ **Ledger Accounts & Final Accounts**
 - ✓ **Handling petty cash**

AWARDS AND ACHIEVEMENTS

- **UAE Exchange LLC, Best Marketing Executive Award 2013**

- **UAE Exchange LLC, Best Marketing Executive Award 2015**

EXTRA CURRICULAR ACTIVITIES

- Member of school Rugby, Boxing Team and Senior Member of Prefect Board and Traffic Board.
- Member of International Kiyo Kushin Kai Khan Organization.
- Fellow Member of College Old Boys Association

NON-RELATED REFEREES

Mr. Ajay Gorge,
General Manger
Middle East t Yalamanchili Payments And Cards
[TEL:- +971-55-8308852](tel:+971-55-8308852)

Mr. Mohammed Abdual Salam,
Cluster Manager UAE Exchange Centre LLC,
P.O. Box 261915, Jebel Ali, Dubai, UAE.
[TEL:- +971524725208](tel:+971524725208)

I hereby declare to the best of my knowledge that the Particulars given above are true & accurate.

Signature:

Date:

(AMITH PRABATH BOTHEJU)