



G.Dharshana

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Al Ain, Abudhabi, UAE

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PROFESSIONAL SUMMARY

Resourceful Accounting professional with ten years of experience in audit preparation and reporting. Solutions-focused professional with excellent versatility and adaptability skills to manage multiple tasks in demanding and ever-changing environments. Takes ownership and responds to challenges with determination and commitment to figure out the best way to resolve the situation and deliver results.

SKILLS

- Financial reporting
- Statutory reporting
- Cash Flow analysis
- Account reconciliation
- Financial statements expertise
- Targeting and developing specific markets.
- Ability to creatively solve problems.

JOB EXPERIENCE

ACCOUNTANT

AL MANAMA TYPING

Main Street, Al Ain, UAE

December 2022 – Present

DUTIES:

- Handling Daily cash collection and Payments
- Preparation of Monthly Accounts
- Maintaining staff records and pay roll
- Preparation of Monthly reconciliation
- Preparation and submission VAT on Quarterly
- Arranging Bank Deposits
- Monthly WPS payments on time

ACCOUNT MANAGER
APPLE HOLIDAYS DESTINATION SERVICES (PVT) LTD.
Colombo. Sri Lanka

August 2019 – July 2022

DUTIES:

- Prepared monthly reports, account reconciliations and financial statements.
- Preparation of Cash flow projection and advise management to manage the income and payment
- Preparation of annual accounts and coordinate with Auditors for finalization
- Preparation and submission of VAT and all other taxes
- Handling customer payables and Receivables
- Managing accounts department with five staffs
- Maintain and verifying database in system
- Handling day to day operations of Finance Department

SENIOR EXECUTIVE – FINANCE
QUEST HOLDINGS LANKA (PVT) LTD
Colombo. Sri Lanka.

March 2016 to October 2018

DUTIES:

- Preparation of monthly & final accounts for audit purpose.
- Computation, Process for payments, filing of applicable taxes.
- Preparing reconciliation (Supplier's, Bank Reconciliation etc.)
- Responsible for maintaining, preparing and recording the Documents (Payment, receipt & bank vouchers)
- Entering and maintaining financial data in the software.
- Making sure that financial processes are in compliance with the international accounting principles and standards.
- Dealing with Inland Revenue (Tax) Department, Banks and Suppliers
- Assisting accountant for day to day activities
- Processing of Bills payable and issuing cheque for payment.

AUDIT MANAGER
S.SAVERIMUTTU & CO
Colombo. Sri Lanka

November 2011 to February 2016

DUTIES:

- Performing statutory audits in accordance with Auditing Standards.
- Preparing the FS in line with financial reporting standards.
- Preparation of tax computation.
- Assigning work to subordinates, assisting them, monitoring their progress and working towards achieving set deadlines.
- Carried out bank reconciliation activities for the accounting year.
- Enter data in the accounting Package (Quick Book and Tally)
- Preparation forecasted Financial Statements.
- Identifying internal control deficiencies of companies and developing recommendations to overcome them.
- Preparing the audit plans and maintaining a proper coordination between the client and partner.

EDUCATION

Certified Business Accountant (CBA) Institute of Chartered Accountant of Sri Lanka (ICASL)

PERSONAL INFORMATION

Date of Birth	:21/10/1991
Civil Status	: Married
Nationality	: Sri Lankan
Passport Number	: N9147795
Visa Status	: Husband Visa

Declaration,

I Ganesparem Dharshana hereby declare that, the above statements made by me are true to my knowledge experience and belief