



MADUWANTHI NISANSALA

+971 555 125 380

madhuwanthi260@gmail.com

Visa Status

Sponsor Visa – Family

Education

B. Com (Special)

Sri Lanka

AAT (Association of Accounting Technicians)

Sri Lanka

The Certificate in Accounting & Business-II

ICA SL

Skills

- A self-motivated, innovative, dedicated & results oriented hard worker
- A good communicator & excellent listener
- A confident leader
- Enjoy working in teams or on own initiative in dynamic challenging environment
- Willing to take up challenges
- Flexible with working hours and having excellent interpersonal skills

Language

English – Professional Working

Sinhala – Native

About Me

An enthusiastic individual with sound knowledge in business management field. I am willing to contribute my fullest expertise and competencies towards the achievement of strategic goals of the organization whilst enhancing my profession.

Work Experience

Accounts Executive

Asia Pacific Technology Systems (Pvt) Ltd – Sri Lanka

August 2019 – March 2020

- Performed variety of accounts, book keeping and office tasks.
- Entering accounts payable vouchers and processing cheques as needed and processed company documentation invoices and prepared statement for payment.
- Prepare cheques and ensure appropriate approval prior to all type of payments such as utilities and rent etc.
- Manage petty cash transactions.
- Maintained updated financial records using accounting software and reconciled bank statements.
- Helped to prepare month end , quarterly and year end closing accounts.

Audit Trainee

Peoples Bank – Sri Lanka

May 2017 – August 2018

- Studied the Audit follow-up process of branch audit reports.
- Performed the summery for the audit report relating to the branch audits.
- Performed the audit follow-up Process for branch audit reports and prepared the system based audit review report for the branches which selected to audit.
- Performed the physical verification of inventory items.
- Identify the comparison of past financial statement items in few years and perform the trend analysis such as profitability, interest income and deposits etc.