

Virasha Senanayake

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Address : 901, City Plaza 05, Al Taawun, Sharjah
Nationality : Sri Lankan
Marital Status : Married
Date of Birth : 18.11.1993
Age : 29 years
Passport No : Passport Number - N9972126
Visa Status : Visit Visa (Expired on 08.09.2023)



I am an experienced and well maintained professional with ample knowledge accounting abilities, mathematical abilities, sales abilities, customer service, communication and organization. Seeking an opportunity in the organization to use my 05 years of experience and skills and contribute to the firm I am working for, I am competent and quick learner of the company's policies and make better decisions for the betterment of the company.

Work Experiences

INDRA TRDAERS PVT LTD, MATARA, SRI LANKA

Cashier / Assistant Accountant (May. 2021-Sep. 2022)

Duties & Responsibilities;

- Helped to the accounting department with general tasks.
- Maintained Accounts, Sales, Workshop, Store Systems Activities.
- Handled the Main cash, Petty Cash, Workshop Cash and Credit/Debit Cards, Cheques....etc.
- Maintained records and files, both electronic and physical and ensure that all documentation is up to date and easily accessible.
- Entered Other Receipts, Petty Cash Payments, Petty cash Reimbursement, Banking & Payment Vouchers to Accounts System.
- Entered VRN, Credit & Debit Notes, Receipts, Invoices, Delivery Orders to Sales System.
- Entered Job Cards, Requisition and Cost Sheet to Workshop System.
- Entered Purchase Order, GRN & GIN to Store System and entered outside jobs & bills.
- Engaged in writing and distributing memos and letters.
- Operated Telephone calls and handled customer basis and checked and Send E-mails.

GST DESINGS PRINTING – SRI LANKA

Accounts Clerk / Office Assistant (Sep. 2017 - Dec. 2020)

Duties & Responsibilities;

- Greet and welcome guests as soon as they arrive at the company.
- Managed company Accounting System.
- Managed company calendar.
- Maintained manual Cash book, Petty cash book and others.
- Controlled clerical documents and Checked and Send E-mails.
- Data Entering and Issued receipts, invoices...etc.

SAUBHAGIYA CO-OP BANK – SRI LANKA**Banking Cashier (Aug. 2015 - Mar. 2016)****Duties & Responsibilities;**

- Opening and closing accounts and handling deposits and withdrawals.
- Handled customers concerns and complaints.
- Balanced all monies in cash drawers at the end of shifts.
- Entered transactions in banks system, recording all transactions and produced customer receipts and Handled installment and interest.

Education

- **Diploma in Computerized Accounting,**
(Completed Simply Accounting, MYOB, Peachtree, Quick Book, Sage, Excel)
Esoft Metro Campus, Sri Lanka
- **Diploma in Information Technology with E-COMMERCE**
(Completed Excel, Word, PowerPoint, Outlook...etc)
Esoft Metro Campus – Sri Lanka

Professional Skills

- Excellent in Microsoft Office Package Excel, Word, PowerPoint, Outlook
- Knowledge of Accounting Software.
- Documentation skills and Basic mathematics skills.
- Cash Handling and customer service.
- Communication and organization.
- Time management and interpersonal skills.
- Accuracy and attention to detail.

Language Competencies

- Sinhala : Native
- English : Proficient (speaking, reading, writing)

Non- related Referees

1. Mr. Mohamed Salman I CIMA (UK),
Senior Accountant,
Al Boom Diving,
Dubai,
salman@alboomdiving.com
+971 52 989 9776

2. Mr. Suminda Amrasuriya
Regional Sales Manager,
Indra Traders Pvt Ltd,
Matara, Sri Lanka
suminda@indratraders.lk
+94 77 385 7401

Declaration

I do hereby declare that the above particulars furnished by me are true and correct to the best of my knowledge.

Virasha Senanayake.