



HIROSHIMA NADEESHANI

ABOUT ME

Detail-oriented and highly organized Account Assistant with a solid understanding of financial reporting and accounting software. Seeking to leverage my skills in invoicing, reconciliation, and data entry to contribute to the financial success of the company while further developing my accounting and administrative expertise.

Full Name : Pepanthuwa Durage Hiroshima Nadeeshani
Dob : 1999.05.21
Nationality : Sri Lankan
Gender : Female
Visa Status : Visit visa
Current location : Al nasseriya, sharajah, UAE

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EDUCATION

Diploma in business management
Imbs green campus
2023

Certificate course in IT
SLT Traning Centre-welisera
2019

British English exam
Entry level b3
2016

Advance Level(2018)
Nayakakanda Good shepherd convent
2C & 2S(Commerce stream)

Ordinary Level (2015)
Nayakakanda Good shepherd convent
1A,3B,3C

WORK EXPERIENCE

Hants group of companies - Wattala 2024

Accounts assistance

- Maintain accurate financial records, including ledgers, journals, and bank statements. Ensure all transactions are recorded in a timely manner.
- Process invoices, prepare payment vouchers, and manage accounts payable and receivable. Reconcile discrepancies and follow up on overdue accounts.
- Review and process employee expense reports, ensuring compliance with company policies and accurate reimbursement.
- Prepare and assist in generating financial reports, summaries, and statements as required by management. Provide support for budget preparation and financial forecasting.
- Enter financial data into accounting software or spreadsheets, ensuring accuracy and completeness of information.
- Ensure compliance with accounting standards, regulations, and internal policies. Maintain organized and accessible documentation for audits and reviews.
- Provide administrative support to the finance team, including scheduling meetings, managing correspondence, and handling confidential information.
- Communicate with clients and vendors regarding payment inquiries, discrepancies, and account status. Resolve issues in a professional and timely manner.

Davinchi labels pvt Ltd - Wattala 2021-2023

Coordinator-Marketing Dept

1. Client and Team Communication
2. Scheduling and Workforce Management
3. Monitoring and Reporting
4. Issue Resolution
5. Training and Development.
6. Quality Assurance
7. Process Improvement
8. Documentation and Compliance

Cliftex pvt Ltd - Wattala

2020-2021

Invoice clerk -Marketing Dept

1. Generating and Issuing Invoices
2. Reviewing and Verifying Invoices
3. Managing Accounts Receivable
4. Recording and Entering Data
5. Maintaining Invoice Records
6. Handle the Monthly sales report
7. Preparing Reports
8. Customer Communication
9. Collaboration with Other Department
10. Maintaining Confidentiality

Bank of Ceylon - Wattala 2019-2020 Intern

- Assisting customers with basic inquiries, account information, or transaction processing, either in-person or over the phone.
- Helping maintain accurate records, inputting customer or financial data into the bank's systems, and organizing paperwork for compliance or audit purposes.
- Helping prepare financial reports, performing data analysis, or conducting market research under the guidance of more senior staff.
- Supporting the team with general office tasks, such as filing, organizing meetings, handling correspondence, and other duties that ensure smooth operations.
- Gaining an understanding of the bank's products, services, and internal procedures to better assist customers and learn how different departments work.
- Assisting branch employees with day-to-day activities like processing transactions, handling cash, and other operational support.
- Observing senior bank staff in their day-to-day work to learn about more specialized roles, such as relationship management, loan origination, or investment services.
- Contributing to specific projects, such as new product launches, system updates, or market expansion plans, depending on the bank's needs.

EXPERTISE

MS.EXCEL

MS.OFFICE

QUICK BOOK

ADMINISTRATIVE TASK

TEAM WORK & COLLABORATION

ATTENTION-TO-DETAIL

ADAPTABILITY

COMMUNICATION

LEADERSHIP

TIME MANAGEMENT

CUSTOMER SERVICE

EVENT PLANNING

FINANCIAL REPORTS

LANGUAGES

ENGLISH

TAMIL