

Kavini Thisara

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Date of birth07/11/1998NationalitySri Lankan

Summary

Dynamic finance professional with over five years of diverse experience in accounting and operations, currently excelling as a Team Member at Emirates Flight Catering. Proven expertise in leveraging software proficiency, particularly in Gensoft Logistics ERP and QuickBooks, to streamline processes and enhance data management. Demonstrated ability to effectively manage time and multitask in fast-paced environments while providing training and mentoring support to team members. Committed to continuous improvement and collaboration, aiming to contribute as an Assistant Accountant in a challenging role that fosters growth and innovation.

Work Experience

Present	TEAM MEMBER - RTB (EK), Emirates Flight Catering (EKFC) <ul style="list-style-type: none">Prepared and dressed aircraft cabins according to Emirates Airlines' high standards, ensuring passenger comfort and satisfaction.Organized and positioned headrests, pillows, blankets, safety cards, and inflight magazines to meet airline specifications.Collaborated with team members to complete tasks efficiently within tight turnaround times, adhering to safety and quality protocols.Reported discrepancies, damaged equipment, or missing supplies to supervisors for timely resolution.	
2022 - 2024	ASSISTANT ACCOUNTANT, Global Cargo Logistics Pvt Ltd <ul style="list-style-type: none">Maintained accurate financial records for accounts payable and receivable.Utilized ERP systems to ensure precision and compliance in financial processes.Processed and verified vendor and client invoices for timely billing and payments.Reconciled bank statements with company records to identify and resolve discrepancies.Monitored expenses, tracked reimbursements, and managed petty cash efficiently.Prepared financial reports, including balance sheets and income statements.Provided documentation and support for internal and external audits.Managed cheque and EFT payments, ensuring efficient transaction processing.	Colombo 12, Sri Lanka
2019 - Jan 2022	OFFICE EXECUTIVE, Osteopathy Clinic Pvt Ltd <ul style="list-style-type: none">Efficiently coordinated patient appointments and maintained clear communication channels.Provided comprehensive administrative support while ensuring accurate record-keeping.Processed billing transactions and promptly resolved patient inquiries.Oversaw office tasks, ensuring a clean, organized, and professional environment.Worked collaboratively with the team to streamline and enhance clinic operations.	Malabe, Sri Lanka

Education

- Bachelor of Management Honors in Accounting, KIU University, Sri Lanka
- Higher National Diploma in Business, Scottish Qualifications Authority, Saegis Campus, Sri Lanka
- G. C. E. Advanced Level Examination, Nimala Maria Balika M.V, Sri Lanka

Skills

Software Proficiency (Gensoft Logistics ERP/QuickBooks)	Data Entry
People Leadership	Budgeting
Regulatory Compliance	Training and Mentoring