

PRADEEP BANDARA

FINANCE EXECUTIVE

📞 0523974305

✉️ Pradeepbusjp@gmail.com

📍 Al Nahda, UAE



PERSONAL DETAILS

Name - S.M.P.B Jayathilaka
Birthday - 09-November-1991
Visa Status - Sponsor Visa

SKILLS

- Communication & interpersonal skills
- Analytical & problem-solving skills
- Leadership & management skills
- Business development skills
- Software proficiency
- Time Management and Planning
- Inventory Management
- Meeting Scheduling & Coordination
- Report Preparation
- MS Office Suite (Word, Excel, PowerPoint, Outlook)

EDUCATIONAL QUALIFICATIONS

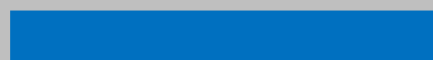
- Bachelor of Public Management (Special) at University of Sri Jayewardenepura, Sri Lanka (2014 - 2018)
- The Diploma in English Language and Literature.
- MS Office Certified Course
- Computer Hardware and Networking Certification

LANGUAGES

ENGLISH



SINHALA



REFEREES

- Can be provided on the request.

I am a graduate with a Bachelor's degree in Public Management and finance professional with over 4 years of extensive experience in full-cycle accounting, robust financial reporting, and effective debt collection. Proven ability to manage sales invoicing, conduct in-depth debtor aging analysis, ensure timely monthly book closures, and generate critical MIS reports. Adept at handling external audits, maintaining bank compliance, and optimizing cash flow, contributing to strong financial health and operational efficiency.

EXPERIENCE

EXECUTIVE - FINANCE

Innovate Solutions FZCO (Miller & Carter Group)

📅 January 2025 to Present

- Implement financial and accounting best practices and critical accounting procedures.
- Provide operational finance mentorship to teams.
- Prepare and disseminate timely, accurate financial information for strategic planning and decision-making.
- Identify and implement opportunities for process improvement.
- Train, supervise, coach, assess, and provide performance feedback to Senior Managers.
- Assist and support upper-level management in making sound financial decisions aligned with organizational mission.
- Act as the first point of contact for all banking queries and coordinate with the offshore team for banking matters.
- Manage and oversee petty cash operations, authorizing all cash transactions and ensuring daily cash account closures.
- Manage fixed assets, ensuring proper recording in systems and FA software, conducting monthly FA audits, and reconciling systems for management reporting.

FINANCE EXECUTIVE OFFICER

Central Provincial Public Service Commission of Sri Lanka.

📅 January 2021 to December 2024

- Manage sales invoicing, diligently follow up on payments, and conduct detailed debtor aging analysis.
- Prepare comprehensive books of accounts with timely monthly closures.
- Generate daily MIS reports, perform cost margin analysis, manage deferred revenue, and prepare the sales register.
- Oversee petty cash produce monthly MIS reports detailing actual vs. Budget performance and cash f, low.
- Successfully handle the external yearly audit and ensure all bank compliance requirements are met.
- Verify and approve payroll, and conduct weekly payment verification and approval.
- Initiate all bank transactions and serve as the primary liaison with banking institutions.
- Payment Processing: Prepare, approve, and process weekly payment data efficiently.