**CURRENTLY AVALABLE IN DUBAI**

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| **Gulfjobseeker.com CV No:** **1169424**  **Mobile +**971505905010 / +971504753686  To get contact details of this candidates  Submit request through Feedback Link  <http://www.gulfjobseeker.com/feedback/submit_fb.php> | |  | **C:\Users\madhurii\Pictures\1040159_607286389329979_1296183553_o.jpg** | | |
| Objective | “To be an internationally recognized professional in an environment that is ever changing, utilizing my knowledge, skills and experience for demonstration and innovation, preferably in accountancy & finance related discipline, leading a team, while delivering the best standard of service to the profession, to clients, to employers, to subordinates & to the society” | | | | |
| Profile | I am Ambitious and a driven professional with competence in Finance. Strong interpersonal skills, a friendly and approachable disposition together with interpersonal skills. I love to learn, and am always up to a challenge whatever the situation. I get along well with others, with also working efficiently on my own. I am seeking a position where I can develop and excel to achieve my objective, while giving my best to an employer. | | | | |
| CareerHistory | **Employer – GlaxoSmithKline (GSK)**   |  |  | | --- | --- | | - Manager – Finance  - Senior Financial Analyst | October 2013 – April 2014  May 2012 – September 2013 |   **Employer – Colombo Stock Exchange**   |  |  | | --- | --- | | - Executive | February 2011 – May 2012 |   **Employer – WNS Global Services**   |  |  | | --- | --- | | - Finance Executive | February 2009 – January 2011 | | - Senior Accounts Associate | February 2008 – January 2009 |  |  |  | | --- | --- | | **Employer – Ernst & Young** |  | | - Senior Accountant/Audit Senior | September 2006 – February 2008 | | - Staff Accountant | September 2005 – August 2006 |   \*\*Please refer Annexure 1 for detailed employment record | | | | |
| Education | **Associate Member**  Chartered Institute of Management Accountants  United Kingdom | | | Enrolled as a member of the institute in September 2009 | |
|  | **Finalist**  Institute of Chartered Accountants of Sri Lanka | | | Two subjects pending in Strategic Level II | |
|  | **Masters in Business Administration**  University of Wales Cardiff | | | April 2014 | |
|  | **Passed Finalist**  Association of Accounting Technicians – Sri Lanka | | | Enrolled as a passed finalist of the institute in August 2004 | |
|  | **GCE Advance Level**  Gothami Girls’ College, Colombo 10 | | | June 2005  Commerce Stream  3 Distinction passes and 1 Very good pass | |
| Key Skills | |  |  | | --- | --- | | Interpersonal | Strong interpersonal skills gained from working with teams and clients. A friendly and amiable disposition lends favourably to positions where rapport & relationship building is required and ethical handling of sensitive information and people is essential. | | | | **Team-Working** | Excellent team player, considerate and non-judgemental of team member’s input and ideas. Aims to build strong symbiotic relationships within a team environment to ensure the teams performance is prioritised. Working with clients in order to achieve common objectives and in order to successfully complete assignments. | | | | **Self-Starter** | Adept and competent at starting projects on own initiative. Works efficiently and effectively in a personal environment with a common sense approach to dealing with issue. Has the ability to ask for assistance if required or unsure. | | | | **Networking** | A strong relationship builder; has the ability to encourage others to offer information and create situations where mutual benefits are clear. Straightforward and frank in business dealings, offers an ethical and reputable personal to clients. | | | | **Communication** | Can make people comfortable to communicate freely and openly. Can communicate difficult and abstract ideas with ease. Experienced in communicating with foreign personnel as well. | | | | **Leadership** | Knowledgeable in techniques and strategies in people management. Keen to delegate and build trust with colleagues. Intuitive with regards to people’s motivators and skilled at using these to get the best of people. | | | | **Organisational** | Can multi-task multiple projects to strict deadlines. Works best in a highly organized environment. Worked extracurricular on large projects liaising with organisations and project managing ensuring the team worked efficiently. | | | | **Information**  **Technology** | Knowledge and skills in using the internet as a tool for knowledge acquisition. Good working knowledge in MS Word, MS Excel and MS PowerPoint. Good working knowledge on common software applications. | | | | | | |  |
|  | **Achievements**  **At GlaxoSmithKline – A leading Multinational Pharmaceutical and Consumer Healthcare Company**   * Prepared Income Statement forecasts for the entity and submitted them to corporate office and succeeded in bringing down an allowance of LKR475Mn to the company * Carried out a thorough reconciliation of inventory and introduced new controls for inventory management which was highly commended and recognised also introduced best practices to the costing system of the company which enhanced accuracy and reduced time spent * Played a key role in finance transformation project of GSK by enhancing the P&L by cost controlling and improving working capital management and the project won 1st place in Business Excellence Awards ISC region.   **Overseas Assignments**   * **United Kingdom**   For a period of 6 months commencing 21 February 2009, I was seconded to Aviva PLC in UK (formerly known as Norwich Union) to migrate Financial Reporting Processes of five Aviva Subsidiary Companies known as Aviva Equity Release. WNS provides financial services to Aviva and I was involved in above process off shoring process. I successfully migrated the Financial reporting processes of the said companies to Sri Lanka and was solely responsible for the successful delivery of the migrated financial reporting processes since then.  Attended for further migration of planning and forecasting related processes for another two weeks in United Kingdom in November 2009.  Travelled to United Kingdom in July 2010 for further migration of processes | | | | |
| Industry Awareness | During my career at Ernst & Young, I have been exposed to Companies in several industry segments. The following are the Industry segments of which I have been exposed to.   * Financial Services * Manufacturing & Industrial * Oil and Gas products sale and distribution * Retail & Wholesale operations (Electrical Items and Supermarkets) * Construction & Engineering * Services (food and beverage, shipping, travel, leisure, property maintenance) * International Non-Governmental Organisation (INGO) | | | | |
| Personal Information | * Date of Birth : September 04,1986 * Nationality : Sri Lankan * Age : 27 Years * Sex : Female * Civil Status : Single * Schools : Gothami Girls’ College | | | | |
| Interests & Activities | * Committee Member of Commerce Society * Representing the School Quiz Team. * Representing School Choir * Senior Prefect   Other Interests involved reading of Business Magazines, Daily Newspapers in order to be aware of Current affairs and music, movies and travelling. | | | | |
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| Certification | I certify that above particulars are true and correct.   |  |  |  | | --- | --- | --- | |  |  | 06 July 2015 | |  |  | Date | |  |  |  | | | | | |

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| Annexure 1 | * **Current Job Description** * **Manager – Finance at GlaxoSmithKline**   I am mainly responsible for the monthly ledger closure, liaising with internal & external auditors, monthly global reporting submission and costing and reconciling of inventory items of the two entities of GSK.  Joined GlaxoSmithKline as a Senior Financial Analyst in May 2012 and was subsequently promoted to Manager Finance with added responsibilities as a result of exceptional performance and dedication showcased within the first year of employment.  *Duties Include and not limited to:*   * Liaising with internal and external auditors of the company * Ensure compliance with the rules & regulations, group policies and standards * Planning and conducting annual and quarterly physical verification of inventory * Budgeting and forecasting * Reconciliation of inventory and rectifying of inventory related issues * Responsible for the costing function of the business units of the two entities * Carry out variance analysis between actual and the budgets and propose corrective measures * Responsible for timely closure of the General Ledger and carry out review of reconciliations * Overseeing AR,AP and General Ledger functions * Review processes, introduce improvements and develop detailed procedure manuals for future reference * Capital expenditure review and fixed asset management * Provides quarterly forecasts of P&L and prepare market level and entity level profit reconciliations * Preparation of Monthly Management Accounts and Cash Flow Statements * Optimising business processes through various initiatives * Finance partnering with the supply chain * Liaise with outsource service providers * Liaise with the IT personnel on function related ERP requirements in terms of enhancements to the systems and corrective actions for errors * Excellent working knowledge on JD Edwards and Excel |
|  | * **Executive at Colombo Stock Exchange**   As the Executive – Listing at the Colombo Stock Exchange, I was involved in reviewing listing applications and the related documentation submitted by public entities in order to seek a listing in the Colombo Stock Exchange.  *Duties Include:*   * Acted as the Broker Relationship Manager for 9 stock brokering firms * Engaged and maintained communications with retail and institutional Brokers, system vendors, Custodian Banks and other market participants to help familiarise with the margin based Risk Management System (RMS) to be introduced to CSE * Collected market intelligence and feedback for enhancing the system and business framework of the RMS * Conducted Balance Sheet and P&L analysis of Broker firms * Conducted research regarding contingent liabilities, collateral acceptance methodologies and asset ownership in the context of broker level risk management * Reviewed the feasibility studies and the forecasted financial statements submitted by project based companies and documented the findings * Compilation of data required for the CSE’s annual report and other publications. |
|  | * **Finance Executive at WNS**   As a Finance Executive at WNS, I was reporting directly to the manager based in United Kingdom. I was responsible in preparation of reports to the investors, Planning, Forecasting, preparation of Financial Reporting and carrying out various analysis for five Equity Release companies.  *Duties Include:*   * Prepare financial statements and update Financial Reporting database * Prepare Management Reports and reports for Investors * Quality Assurance reporting - Procedure manuals & KPI reporting * Review work and monitor performance of the team * Analysing Ledger account balances and updating the ledger by carrying out journals * 3 year planning and forecasting for 5 Equity Release Companies |
|  | **Career Progression up to Senior Accountant at Ernst & Young** |
|  | My Career at Ernst & Young commenced from September 2005, and throughout the tenure I have been elevated to several positions during this period. Details are as follows;   * **Senior Accountant/Audit Senior – September 2006– February 2008** * Being overall in charge of the engagement team at field level, * Conducting meetings with top management, * Developing audit strategy, * Allocation of duties to staff members, audit testing of sensitive/confidential areas (such as salaries), * Review of work performed by staff * Preparation of final Summary of the Engagement * Overall involvement in Assurance assignments (i.e. reviewing of work performed by staff, finalisation of assignments) * Client Liaison Process and Administration & Management of a client portfolio (also, assisting client in formalising with the timeline, fee negotiations and planning for recurring assignment, having discussions with clients for areas of concerns where attention is required) * Resolving of technical issues raised during the assignments * **Staff Accountant – September 2005 – August 2006** * Assessment of Internal Controls for systems and processes (e.g. sales, purchases etc.) and   Evaluation of Account balances (Cash, inventory etc.) – Balance Sheet and Income Statement. |