**OBJECTIVE**

Seeking a position as an extensive experience will be further developing my skills across different accounting areas to maximize my expertise and efficiency in the position.

**CAREER EXPERIENCE**

3 Year Experience in Handling Store Operation as a Store Keeper, Data Entry, IT Support, And Purchasing Department Including1 Year Gulf Experience.

**LAST WORK DETAIL**

* **Product Maintenance**
* **Product and Manual Product Code Creation(Listing)**
* **Barcode Creation**
* **Preparation Of Purchase Management** 
  + - **Purchase Order (LPO)**
    - **Foreign Purchase Order (FPO)**
    - **Goods Receipt Notes (GRN)**
    - **Foreign Goods Receipt Notes (FRN)**
    - **Purchase Returns (PRN)**

**Preparation of Sales management**

* **Sales Order (SO)**
* **Delivery Order cum Invoice**
* **Sales Return**
* **Price Change**
* **Selling price change audit**

**Preparation of INVENTORY management**

* **Stock adjustment (product based and value based)**
* **Cost change audit**
* **Purchase order details**
* **Stock transfer**
* **Stock movement**
* **Stock valuation**
* **Goods receiving details (invoices)**
* **Invoice Documents controlling**
* **Experience in Stocktaking & PDT Operation**

**COMPUTER SKILLS**

**Accounting Packages:**

QUICK BOOK, MYOB, ACCPAC & TALLY

**Operating Systems:**

Windows 7 & Vista, Windows XP, Windows 2003, Windows 10

**Software:**

MS – Office 2010, 2007, XP and 2003.photoshop

**ACADEMIC RESULTS**

• Successful complete accounting package.

• Computer hardware and advance networking.

• Successfully completed NVQ LEVEL 4 (ICTT).

**• GENERAL CERTIFICATE OF EXAMINATION (ADVANCED LEVEL)**

**KALAWEWA MUSLIM CENRAL COLLAGE.SRI LANKA**

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| Islam | C | Information communication technology | C |
| Political | S |  |  |

**PERSONAL PROFILE**

|  |  |  |
| --- | --- | --- |
| **NATIONALITY** | SRILANKAN |  |
| **DATE OF BIRTH** | 03/05/1993 |  |
| **LANGUAGES KNOWN** | ENGLISH, HINDI, MALAYALAM, TAMIL, SINHALA |  |

**First Name of Application CV No:** 1670610

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