**CURRICULAM VITAE OF Mrs. ANUSHIKA**

[**Anushika.353297@2freemail.com**](mailto:Anushika.353297@2freemail.com)

**If any Suitable Post of Vacancy**

1. **PERSONAL DETAILS**

* Name in Full : Anushika
* National : Sri Lankan
* Current Live in : Abu Dhabi -Mushrif
* Religion : Cathalic
* Sex : Female
* Civil Status : Married
* School Attended : Gurukula National College,Kelaniya,Sri Lanka

**Career Objective**

Accounts Executive With 4 Years of Core Experience in the Account Reconciliations,Bank Reconciliation, Ledger Processes & Streamlining Accounts looking for the Position of an Accounts Executive Where I can use my accounting expertise & experience.

1. **EDUCATIONAL QUALIFICATIONS**

* Passed G.C.E. Ordinary Level Examination – Year 2000 (Sri Lanka)
* Passed G.C.E. Advance Level Examination – Year 2004 (Sri Lanka)

1. **PROFESSIONAL QUALIFICATION**

* Passed **Association of Accounting Technicians** Certificate Course at AAT Center , Colombo,Sri Lanka -Year 2006
* Passed Computerized Accounting Cource at AAT Center, Colombo,Sri Lanka – Year 2006 **(ACCPAC)**
* Followed Complete Course Computerized Accounting **“Quick Book”**
* I Have Experience **MYOB** & **SAGE** Accounting System

1. **WORKING EXPERIENCE**

* I Worked As an **Accounts Clerk** at M/S Cliftex Industries Ltd - wattala ,Sri Lanka, From 2007/02/07 To 2007/11/26
* I Worked As an **Accounts Clerk** at M/S Alcobronz (Pvt) Ltd – Colombo 13,Sri Lanka,From 2007/11/30 To 2009/04/03
* I Worked As an **Accounts Clerk** at M/S Alcobronz Engineering (Pvt) Ltd – Mahara,Kadawatha ,Sri Lanka,From 2009/08/03 To 2012/12/24
* I Worked As an **Accounts Executive** at M/S Malwana Springs (pvt) Ltd,Malwana, Sri Lanka, From 2012/12/28 to 2017/01/07

1. **EXTRA CURRICULAR ACTIVITIES**

* Participated and won Athletics Events
* Member of the School Net Ball Team

**Key Responsibility Area**

* Prepare Bank Reconcilation
* Accounts Payable
* Salary Payable
* Controlling & Arrangement of Finance
* Deal with Various Bank

I do hereby state that the above particulars given by me are true and correct to the best of my knowledge.

15.03.2017 Anushika

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