[**Suranthi.359392@2freemail.com**](mailto:Suranthi.359392@2freemail.com)

**Personal Information**

Place of Birth: Avissawella, Sri Lanka

Nationality: Sri Lankan

**Academic Qualifications**

* I am following Higher National Diploma in Accountancy (HNDA) in Sri Lanka Institute of Advanced Technological Institute
* Association of Accounting Technicians (AAT) of Sri Lanka (Stage 02 Completed)
* Diploma in Computerized Accounting (M.Y.O.B , Qiuck Books, Sage, Peachtree, Accpac plus )

**Skills**

* **ORACAL BASE APPLICATION**
* Knowledge in sales and marketing management, developing sales plan and strategies
* Transfer process expertise and reliable as well as excellent communication skills. Team player and strong flexibility on work ethics.

Accounts Clerk

Branch in charge

Assistant Accountant

**Core Competencies**

* Having different experiences in various companies in the past years

and has gained more interpersonal skills in the line of business

operations & Finance.

* Keen ability to gauge customers’ needs and provide services accordingly
* Expertise in researching new accounts and developing qualified leads
* Strong knowledge of suggestive selling by maintaining active engagements
* Can handle multi-tasking jobs and works well under pressure.
* Works well independently or as part of a team.
* Responsible, highly organize, flexible, detail oriented and analytical thinker

with strong oral and communication skills.

**PROFESSIONAL EXPERIENCE**

***Accounts Clerk***

***Paper & Nature products Company***

Paper Recycling & Manufacturing Gift Items

Mahara, Kadawatha,Sri Lanka.

July 25, 2005 – December 31, 2008

**Responsibilities:**

* Receiving recycle papers from manufacturing factory, quality checking,

taking to stock and according to requested orders releasing to the

production floor and keep records.

* Receiving customer orders, preparing job cards and handover to

Production Manager.

* Arranging deliveries with timely manner, Preparing Invoice and

Advice of Dispatch and maintain debtors list and payment collection.

* Carrying out administrative tasks such as data input, processing information

, completing paperwork and filing documents.

* Preparing of payroll for staff & factory fund allocation for employees &

Employers fund and submitting monthly & annual returns.

* Petty Cash / Day to day operational cash expenditure handling and book

Maintaining.

***Branch in charge***

**AIRTEL STORE - SOFTRINGS (PVT) LTD**

Telecommunications Company

March 24, 2009 – October 12, 2012

**Responsibilities**

* ORACAL Base Application knowledge
* Handling Customer Complaint and requirements, Payment collection Credit payment processing analysis, processing/collection, Payment approval
* Coordination with Field Sales Executive for daily sales requirements / keeping data base and manage them
* Develop marketing plans and generate leads and drive sales.
* Prepare daily, weekly and monthly reports on credit and cash collections per state

***Assistant Accountant***

**Friends Poly Packaging (PVT) LTD.**

Manufacturing Poly Propylene & Polyethylene Products

November 05, 2012 – December 31, 2016

**Responsibilities**

* Maintaining creditors ledger and issuing payments accordingly
* Preparing Bank reconciliation
* Checking of sales commission reports and authorizing for payments
* Handling Banking related documents (Over Draft Facility / Fund Transfer Facility / Bond / Bank Guarantees / Letter of Credit / Loans)
* Checking of monthly salary / wages and given authorization for transfer to the employees’ accounts and checking factory fund allocation for employees & Employers fund and authorizing monthly & annual returns.
* Checking import & export documents with shipping agent, accordinging to TIEP 1 & 4 Scheme.
* Given authorization for local purchase and stock realizing
* Submitting monthly sales analysis / Monthly Account / Costing report and Cash flow.
* Working with senior HR manager HR related inquires and welfare

**Trainings Attended**

* The Induction of Basics of Selling programme
* Joint seminars on product development programme
* Attend to seminar for 5S introduction

*I hereby certify that the above information is true to the best of my knowledge.*

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