

Suharmi   
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**CAREER OBJECTIVE**

* Be a team player and attain a high managerial position that allows me to utilize my skills with extensive knowledge and experience

**PERSONAL ATTRIBUTES**

* Total commitment to work undertaken
* Reliable & Loyal

**WORK EXPERIENCE**

**DMS HOLDINGS (PVT) LTD** –subsidiary of DMS Group of Companies - Sri Lanka(Nature of Business – Hardware & Software - iMac / HP / Gerber )

**PERIOD** Nov 27, 1995 - Dec 11, 2015 - 20 years

**PROMOTIONS** 2006 - 2015 - Senior Accounts Officer

1999 - 2005 - Accounts Officer

1996 - 1998 - Junior Accounts Officer

Joined 1995 - Trainee Accounts Officer

**JOB DESCRIPTION**

**Senior Accounts Officer (2006 – 2015)**

* Handling Order Processing and documentation of clearing of shipments
* Handling shipment costing’s
* Maintaining of Payments and Receipts Cash Book
* Preparation of Bank Reconciliations
* Liaising with Customers, Banks and Suppliers

**Accounts Officer (1999 – 2005)**

* Preparing Trial Balance, Balance Sheet and General Ledger
* Handling correspondence with foreign Principals

**Junior Accounts Officer (1996 – 1998)**

* Maintaining of Debtors and Creditors Day Books
* Handled Secretarial Duties such as Typing of cheques and correspondence in the absence of the secretary

**Trainee Accounts Officer (1995 - 1996 )**

* Handling Petty Cash
* Maintaining Petty Cash Book and Petty Cash Vouchers

**AWARDS RECEIVED**

Outstanding performance award for Maintenance of Cash Books 2002/2003 2006/2007 2003/2004 2007/2008 2004/2005 2008/2009 2005/2006 2009/2010

( Eight consecutive years )

**COMPUTER SKILLS**

* Excellent knowledge in Microsoft Excel, Microsoft Word
* A fair knowledge in Microsoft PowerPoint
* Certificate in Web Designing using HTML @ ITMIN Colombo 7
* Certificate in Graphic Designing @ ITMIN Colombo 7
* Computerized accounting environments such as Oracle and various In house developed packages.

**PROFESSIONAL QUALIFICATIONS**

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| 2005 | : | Administrative and Professional Secretaries – “Merit Pass” |
|  |  | Wigan&Leign College - United Kingdom |
| 2000 | : | C.I.M.A – Stage 1 – Financial Accounting Fundamentals |
|  |  | ABS - Colombo 5 - Sri Lanka |
| 1997 | : | The Association of Accounting Technician of Sri Lanka ( AAT ) |
|  |  | Stage 1 & 2 |
| 1995 | : | Certificate in Accounting & Auditing ( CAA ) |

**ACADEMIC QUALIFICATIONS**

G.C.E. Ordinary Level 1992 – Muslim Ladies College – Colombo 4

**EXTRA CURRICULAR ACTIVITIES**

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| --- | --- |
| **DMS RECREATION CLUB** |  |
| Asst. Treasurer | 2001/2002 |
| Treasurer | 2002/2003 |
| Mistress of Ceremonies at the |  |

DMS Recreation Club Annual General Meeting and Awards 2014/2015

|  |  |
| --- | --- |
| **ROTARACT CLUB OF COLOMBO FORT** | |
| Secretary | 1996/1997 |
| Treasurer | 1997/1998 |
| Treasurer | 1998/1999 |
| An Outstanding Member | 1998/1999 |

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| **SPORTS** |  |
| DMS - Inter Location Cricket Tournament (Runners Up) | - 2003-03 |
| DMS - Inter Location Cricket Tournament (Winning Team) | - 2010-02 |
| DMS - Inter Location Badminton Tournament (Runners Up) | - 2015-02 |

I hereby declare that the particulars furnished above are true and correct to my knowledge.

Thank You