

KAYALVILI

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**OBJECTIVE**

To become a successful professional in the innovative and competitive world and to work as a key player in changing environment. Intent to build a career with committed and dedicated people, who will help me explore myself fully and realize my potential.

**CAREER SUMMARY**

• 11 years of professional experience in Accounts Receivable, Procurement, Business Process Management, Project Management, Accounts Payable, Finance and Management

• Managerial experience in international markets working for UK, USA and Sri Lankan clients

• Member of ACCA and hold a Bachelor’s degree in Applied Accounting

• Working in computerised environment using accounting packages

**KEY TRANSFERABLE SKILLS**

• Specialist knowledge in preparation, analysis and interpretation of reports

• In-depth knowledge of Accounts Receivable Process

• Detailed understanding of IFRS standards

• Exposure to Accounting Procedures

• Managerial skills

• Working knowledge acquired from several industries

• Communication skills, written and oral

**IT SKILLS**

• Hands on training in Oracle

• Hands on training in QuickBooks

• Hands on training in Peachtree

• Hands on training in Sage 50

• Hands on training in Microsoft Office Package

**QUALIFICATIONS**

MAR 2017 - OXFORD BROOKES UNIVERSITY, UK

• Successfully completed **BSc (Hons.) in APPLIED ACCOUNTING** - Second Lower

MAY 2016 - ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS, UK

• **Member of ACCA**

**PROFESSIONAL EXPERIENCE**

DEC 2013 — FEB 2017 WNS GLOBAL SERVICES PRIVATE LIMITED, SRI LANKA

**ASSISTANT MANAGER**

• Leading Business Process Management organisation working for one of the leading Insurance Agents in the USA

Successfully completed on shore training in the USA and have implemented the processes in Sri Lanka. Re-engineered the existing process to improve the effectiveness and introduced systems to enhance performance. In-charge of the Accounts Receivable Tower and responsible for timely submission of reports and meeting deadlines. Monitor production and respond to client queries. Also liaise with collection agency to manage unpaid accounts.

JUL 2011 — DEC 2013 VALLIBEL POWER ERATHNA PLC, SRI LANKA

**PROJECT ANALYST**

• A listed organisation generating electricity using Hydro Power and Solar Power

In-charge of three hydro power projects, successfully registering one of the projects with UNFCCC. Also the Coordinator to General Manager, assisting him with CDM related activities. An active member of ISO implementation team, analysing the internal audit reports and make necessary improvements in control systems. Initiated the redesigning of the company website and was in-charge of updating and maintaining the website.

JAN 2011 — JUN 2011 GREENER WATER LIMITED, SRI LANKA

**PROCUREMENT OFFICER**

• An organisation in the hospitality sector and generating electricity

In-charge of procurement activities of a five star hotel in designing stage and a hydro power plant under construction. Dealt with international suppliers to build successful working relationships.

OCT 2004 — MAR 2010 SURREY FINANCIAL CONSULTANTS LIMITED, UK

**FINANCIAL CONSULTANT CUM ASSISTANT ACCOUNTANT**

• An organisation in the hospitality sector

In-charge of Commercial Mortgage Department, securing commercial mortgages for freehold and leasehold businesses by arranging meeting and liaising with lenders and solicitors. Prepared business plans, projected accounts, organised surveys and generated commercial insurance quotes. In-charge of nine nursing homes and a nursery accounts of the major client. Other responsibilities include maintaining client database, billing, handle dispute accounts, budgeting and allocating for company expenses and wage cost analysis. Also managed rental property income from more than thirty properties. \*Part-time employment

**REFERENCES** Available on request