CHAMINI

[CHAMINI.372849@2freemail.com](mailto:CHAMINI.372849@2freemail.com)

**CAREER OBJECTIVE**

I am very interesting to apply for the post of Accounts Clerk and I believe my 3 years and 6 months experience make me an ideal candidate for this position. My knowledge and skills acquired from my higher education. Given an opportunity, I assure you of my best shall work towards the success of the organization in every possible way.

**WORK HISTORY**

**Audit Trainee** – 09/2011 to 01/2012

 TED Sawarimuttu & Company

* Carried out the assigned elements of audit work in an effective, efficient and economic way.
* Prepared small audit reports with seniors assistance.
* Enter collected data to MYOB system.
* Visit client places and check documents for particulate audit report.

**Human Resources Clerk** – 09/2013 to 01/2014

Ceylon Electricity Board

* Collecting relevant documents from staff for the purpose of grant a housing loan.
* Check accuracy of the submitted documents.
* Preparing approval letters of housing loan with eligible loan amount.​

**Reconciliation & Operations Associate** – 03/2014 to **Present**

UAE Exchange –SRI LANKA

* Direct inter personal customer relations.
* Dealing in financial remittances of Internal and Internationals.
* File Uploading and send SMS alert to remitter on daily basis.
* Deal with customer complaints and grievances.
* Stop payment, Cancellation and Buy Back of the transfers.
* Confirmation of Stop Payments, Recovery of Double Payment, Amendments in beneficiary account details, Inquiries and clarification in various issues.
* Direct relationship with our correspondent banks.
* Checking of high value transactions & suspected transaction.
* Preparing monthly and daily bank reconciliation reports of six banks (LKR & USD)
* Performed complex general accounting functions, including preparation of journal entries, account analysis, Booking double payments, Notional Buy back, RTGS charges, Cancellation Charges and Bank representative salaries in Ledger.
* Checking daily bank balances of 8 correspondent banks and inform to the dealing department.
* Familiar with the company systems : Amigo, XCQ, BOS & XOS

**EDUCATION**

**GCE Ordinary Level – 2006**

Rathnawali Balika Maha Vidyalaya – Colombo

Subject Grade A – Distinction Pass

Sinhala A B – Very Good Pass

Buddhism A C – Credit Pass

Social Studies A S – Ordinary Pass

Development Studies A

English B

Business & Accounting Studies B

Dancing B

Mathematics C

Science C

Geography S

**GCE Advance Level – 2009**

Rathnawali Balika Maha Vidyalaya – Colombo

Subject Grade

Business Studies B

Accounting C

Economics C

General English S

General Test 68

**HIGHER EDUCATION**

**Certificate of Banking & Finance - 2010**

Institute of Bankers of Sri Lanka

|  |  |
| --- | --- |
| Customer Relationship Mgt  Accounting  Marketing  Economics  Financial Environment | B  B  C  C  C |

**Diploma in Computerized Accounting - 2010**

Siksil Institute of Information Technology

* Accpack Quick Books MYOB

**Certificate of Accounting & Business Studies - 2011**

Institute of Chartered Accountants of Sri Lanka

|  |  |
| --- | --- |
| Economics & Business Mgt  Business English  Accounting | 63  54  58 |

**Bachelor of Business Management – 2011/2017**

University of Kelaniya (External) –Sri Lanka

* Pending Results of final stage

**SKILLS**

Packages Proficiency Language Proficiency

MS Word Good (x) Basic ( ) English   Good (x) Basic ( )

MS Excel  Good (x) Basic ( ) Sinhala   Good (x) Basic ( )

MS Power point  Good (x) Basic ( )

ACCPACK, QUICK BOOKS, MYOB

**OTHER PERSONAL INFORMATION**

Sports : Badminton & Chess

Extra Curricular Activates : Vice Treasurer of the Commerce Society

Hobbies : Collecting song’s lyrics, Latin Dancing

I believe my qualification will enable me to successfully assume the responsibilities of my post at your organization. I declare that the above particulars that I have given to you are true and correct to the best of my knowledge and I would be pleased to give you any further information if you require.