**Nirosha**

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**C/o-Contact No:** +9715047983598

**Gender:** Female

**Visa:** U.A.E Residence Visa

**Professional Profile & Value**

A highly knowledgeable accounting,financeand hospitality professional, with over 10 years ofwide industries experience within a multi-cultural environment, willing to undertake a challenging opportunity in a fast paced environment.

Diverse sector coverage with focus largely on retail, financial, airlines, hospitality, and BPO. Advanced knowledge of spreadsheet, word, outlook and PowerPoint. Excellent numerical, analytical and communication skills (both verbal and written). Excellent team player with strong interpersonal skills.

***Occupational Contour***

**Senior Executive – ParaPlanning**

**BPO Connect – Colombo – Sri Lanka Duration: Aug 2016 – Dec 2017 **

Preparing Statements of Advice and Record of Advice documents (including complex Advice documents which involve Superannuation and retirement planning, Self-managed Super Funds, Limited Recourse Borrowing, Cash flow and debt Management, Insurance planning, Non-super investments and Family Trusts) using Xpaln.

Collate and the answer tothe financial advisers in Prime Financial Services in Australia.

Update the Xplan financial planning system according to advisers TD instructions.

Ensure the accuracy of the TD instructions with the portfolio managers sites and update accordingly (Australian Money Market, Macquarie Financial group, BT Financial group).

Generate customers various accounts statements using the Xplan financial system.

Maintained excel worksheet for clients’ portfolio belongs to Prime Financial services.

Process the implementation pack documents using online and standard applications forms.

Generate SMSF financial documents for Evolv auditors.

**Member Care Assistant Virgin Active Health Club – London - UK Duration: Feb 2014 – Sep 2015**



Receive members in a professional and friendly manner, provide a personalized service to all the members following the club standards and procedures.

Manage member complaint in a professional manner, by resolving it and making sure the guest is satisfied, and recording it.

Lead and coach the team towards achieving the highest level of exceptional member service satisfaction results through the application of all corporate and property standards and policies.

Ensurea safe, hygienic and ensureappropriate stock level for the smooth run of the club.

Complaint handling and resolution of complaints.
Conducting Training and updating training records.
Creating and implementing new procedures are ensuring a constant development of the team.

**Achievements:** Best Employee of the Month (Aug 2015) in Customer service and cleanliness.

**Process Assistant**

**ASDA Ltd – London - UK Duration: Jan 2013 – Sep 2014**



Responsible daily stock taking process (daily and yearly audit) and daily update of the system (post correct figures, codes and verify the mathematical accuracy)

Maintain accuracy of daily running stock level considering the promotions (record and maintain accurate electronic spreadsheets for financial and accounts process)

Assist customers'orders on the shop floor and online.

Make sure the shop floor stocks are promptly done according to company procedures.

**Crew Member/Trainer**

**ApptCorporation Ltd t/a McDonald’s – London - UK Duration: Feb 2011 - May 2015**



Train new staff on the job and assist themwith an Apprenticeship program.

Increase revenue based on labour and sales metrics and delegates the tasks.

Running of the shift ensuring procedures are being carried out by front counter and lobby team during the shift.

Verify all cashier closures of front counters on shift end and record them.

Conduct Daily shift handover and create a detailed handover for the next day ensuring special requests are noted, allocated and passed to the relevant persons.

Maintain and manage the safety procedures of the food and store.

Keep the restaurant clean and organized.

Customer complaint handling and resolution of complaints.

**Trainee Travel Consultant**

**Holiday Air Ltd– London - UK Duration: Nov 2010 - May 2011**



Maintain and update the two major travel websites

Trained in general travel agency duties (Airline tickets – Galileo and sell holidaypackage)

General accounting practice related to the travel industry (follow up the outstanding payments, verify and record cash transactions, bank reconciliations and maintain petty cash).

**Accounts/Treasury Executive**

**Abans Financial Services PlcColombo – Sri Lanka Duration: Feb 2007 – Oct 2011**

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Incharge of maintain company bank accounts, including investments and credit facilities.

Reconciles financial discrepancies by collecting and analyzing questions.

Provide support during the annual audit (working with internal and external auditors to answer queries and provide any documents required in a timely manner).

Incharge of Treasury Bills, Fixed Deposit investments, RTGs, Fund Transfers, Bank Drafts, Commercial papers, Reverse REPOs, REPO investments and communicating with company bankers.

liaising with the banks and other institutions to obtain credit facilities.

Prepares cash flow statement by collecting, analyzing and summarizing account information and trend.

Documents financial transactions by entering accounts information.

Prepare payments by verifying documentation and requesting disbursements.

Assisted in preparing Taxes such as WHT, Income Tax, Savings Debit Tax, VAT on Financial Services, VAT Return, Stamp duty.

**Accounts Assistant**

**Timex &Fergasam Garments Int. – Colombo – Sri Lanka Duration: Sep 2005 – July 2006**



Head office main cash and factory petty cash expense receipt, checking, organizing reimbursement and post relevant entries using Accpac accounting system.

Create a systemized monitoring of Accounts Payables and Receivables of the company by verifying the source document.

Inputting, matching, batching and coding of invoices.

Debtor, Creditor reconciliations and bank account reconciliation.

Maintained supplier invoice files.

Preparation and input of month end journal vouchers.

***Education***

**Bsc(Hons) Degree in Business Studies**, University of Ulster, United Kingdom Content: Management of Change, Enterprise Development, Business Strategy, Issues inCorporate Governance, Marketing Management and Human Resource Management.

**AAT past finalist** – Association of Accounting Technicians of Sri Lanka

**Certificate of Banking and Finance (CBF)** – Institute of Bankers of Sri Lanka

**Intermediate level Apprenticeship in Hospitality Services**in Apprenticeship sector for occupations in hospitality, leisure, travel, tourism and passenger transport – Conducted by Apprenticeships Alliance Sector Skills Council UK

**Certificate in Hospitality and Catering Principles (QCF)** – Conducted by City & Guilds UK

**NVQDiploma in Hospitality Services (QCF)**–Conducted by City & Guilds UK

***Personal Skills***

Enthusiastic,

Good visual memory

At ease in a multi-cultural environment

Confident speaking skills. Proficient in English

Quick learner

***IT Skills***

* Financial Planning system - Xplan
* Accounting Information Systems - Accpac, MYOB, Sage, Quickbooks, Evolv audit software
* Word Processors - MS-Word
* Spread sheet - Advanced MS-Excel
* Communication - MS Outlook Express, Skype for Business and Social Media.

### REFERENCES ARE AVAILABLE ON REQUEST