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**Curriculum Vita**

Name : Garumuni

Email : garumuni.380934@2freemail.com

1. ***Professional Profile:***
* I am an enthusiastic and dedicated professional with extensive experience across all areas of can demonstrate a strong ability to manage projects from conception through to successful completion. A proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurised working environment.

***02. Working Experience :***

* Three (3) years (2009/2010/2011) worked experience as the **Branch Accountant** at **JMC Jayasekara Management Centre (Pvt) Ltd**- Badulla in Sri Lanka.
* Three Years and Five Months Worked Experience as at the **Night Auditor Cum Account’s Clerk** at **Camellia Resort & Spa (Pvt) Ltd** inSri Lanka. **(Joining date 07.03.2013 Leaving Date 13.03.2015)**
* I Have 1 Year and 06 Months Experience Using the Advance Accounting System. **(TAURAS ADVANCE SOFTWARE).**
* 2 Years & 2 Months Worked Experience as at the **Accounts Supervisor** at **Amethyst Resort Passikudah - (Aitken Spence Hotel Managements (Pvt) Ltd** inSri Lanka. **(Joining date 18.03.2015 Leaving Date 30.05.2017)**
* I am Currently Working As An **Income Auditor** At The **Amaara Forest Hotel (Pvt) Ltd** in Sri Lanka From 2018.02.26.

**KEY POINTS AS AN ACCOUNT’S SUPERVISOR**

 - All round Cashiering

* Creditor’s handling

- Debtors Handling

 - Preparing JV & General Ledger

 - Food Costing

 - Income Auditing

 - Preparing Day Sheet & Daily Report

 - Preparing Service Charge & Salary

***03. Computer Literacy:***

* Institute **: -**The Super Infortec Computer Systems Ganewalpola – Kekirawa Sri lanka.
* Diploma **: -**Diploma in computer Application
* Medium **: -**English

***04. Commercial Values :***

* Interpersonal and Communication skills

|  |  |  |
| --- | --- | --- |
| **English** | **Sinhala** | **Tamil** |
| spoken | writing | spoken | writing | spoken | writing |
| Good | Good | Execellelent | Execellelent | Normal | Normal |

* Conceptual and Decision making skills
* Leadership skills

***05. Personal Details :***

* Sex : - Male
* Date of Birth : - 1988.06.27
* Nationality : - Sri Lankan
* Marital Status : - Married

***06. Educational Qualifications :***

* G. C.E Advance Level- commerce stream- in 2007 August.

**Subject Grade**

Accounting S

Business Studies S

Economics S

* G. C.E (O/ L) - in 2004 December.

**Subject Grade**

Sinhala Lang. & Lit. A

Buddhism A

Health & Phy. A

Social Studies B

Commerce C

English C

Mathematics S

History S

Science & Tech. S

Art S