Ishanka.150202@2freemail.com

Personal statement

I am a dynamic, self-motivated and multitalented professional with Accountancy and shipping information handling experience in multinational corporate in Sri Lanka. Having a high level of exposure to logistic information handling, vendor and third party account handling, I have gained excellent account management skills, as well as communication and interpersonal skills. Being an excellent team player, I am adaptable for all challenging situations, always identify opportunities, and bring about innovative solutions. Currently I am seeking an executive position that will make best use of my skills and allow me to develop them further.

**Industrial Experience**

**Expo Lanka Holdings PLC**

*Shipping data operator*

**(December 2014 – Present)**

* Shipment tracking of export goods
* Managing and processing shipping information using the in house logistic tracking software
* Estimating carriage costs based on logistic details
* Processing Goods Receivable Notice
* Documenting received goods and classify based on the tariff coding system.
* Out bound delivery based transportation planning using SAP Transportation Management
* Communicating with required parties to ensure timely delivery (Warehouse department, dispatchers and freight drivers)

Brandix Apparel Solutions (Pvt) Ltd. Wathupitiwala, Sri Lanka

*Assistant accountant*

**(July 2014 – December 2014)**

**Responsibilities:**

* Handling General Ledger
* By weekly Inventory reconciliation
* Third party and Vender account handling
* Processing, payment and reconciliation of vender expenses (Restaurant and transport)
* Monitoring vendor purchases
* By weekly finalizing of trial balance
* Pay roll calculation for outsourced employees
* Handling employee reimbursements
* By weekly reporting of bills to the HR department
* Quality Assurance in food and beverages
* Employee complaints and grievance handling in Outsourced units

Academic Qualification

* Business management external degree - University of Jayewardenepura
* G.C.E A/L Examination (Year 2012 Index-4385187)

Business study – B

Economics – C

Accounting – C

* **G.C.E O/L Examination (Year 2008 Index-80434010)**

A passes – 2

B passes – 1

C passes – 4

S passes – 2

Language Competency

English - Good

Sinhala -Excellent

Leadership roles

* Holding a Senior prefect position in school prefect guild in Vishakha Vidyalaya – year 2010
* Holding a Senior prefect position school prefect guild – year 2009
* House games captain in the 2008/2009
* Holding the rank of L/corporal in the Cadet platoon in year 2010

Organizational Activities

* An active member of School Commerce club
* An active member of Environment protection Group (“Parisara Niyamu Bhata”)
* An active member of Information Technology club
* An active member of the Buddhist society

Sports Activities

**Football**

***Achievements:*** Western province Championship in 2006/07/08/10 and 2011

 Zonal Championship in 2006/07/08/10 and 2011

 Participating in All island championship

**Net Ball (School Team**)

***Achievements:*** Runners up zonal Net ball tournament – 2007/2009

**Volley ball**

***Achievements:*** Represented the school team

**Athletic**

***Achievements:*** Third place winner in Zonal Shot Putt tournament

**Skills and Competences**

* analytical skills and excellent numerical abilities
* Ability to manage information using multiple software applications
* Ability to establish strong client relationships through excellent interpersonal skills
* Willing to take responsibilities and like to work with challenging situations
* Managing and administrative skills to delegate responsibility for completion of a task
* Ability to develop innovative solutions to complex problems and manage change effectively
* Ability to communicate effectively with the clients from different disciplines
* Ability to work under pressure and meet deadlines

Personal Details

Gender: Female

Marital Status: married

Stay at : Abu-shagara Sharjah

Nationality: Sri Lankan

I hereby certify and declare that the details furnished above are true and correct to the best of my knowledge.

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