****[**238443@gulfjobseekers.com**](mailto:238443@gulfjobseekers.com)

**CAREER OVERVIEW**

Highly experienced and motivated administration specialist with extensive experience working in a tertiary education setting. Looking for a stimulating role where I can apply my enthusiasm, professionalism and thorough approach to support an academic team. I would to derive professional satisfaction and to work in a prestigious Company.

**EDUCATION AND QUALIFICATION**

* Passed G.C.E. Ordinary Level Examination – December 2007
* Passed G.C.E. Advance Level Examination – August 2010 (Commerce Stream)
* Followed and completed **Computerized Accounting Course**

\* Petty cash & Day Book \* Advanced Excel

\* General ledger, Journal \* MS Access

\* Bank reconciliation Statement \* Accpac – 2007 Simply Accounting

\* Debtors & Creditors ledger \* Sage 50 -2010

\* Sales & Purchases registers \* QuickBooks 2010

\* Fixed asset registers \* MYOB - 2012

\* Tally 09

\* Peachtree - 2010

 **Diploma in Islamic Banking & Finance**

\* Concepts and Principles of Islamic Economic \* Islamic Finance

* A+ (Computer Hardware Engineer)
* Followed and completed a course in Advance **Diploma in Professional English**
* Diploma in Visual Basic

**WORK EXPERIENCE**

03rd January **Accounts Trainee**

2011 to R.M.A. Trading Company

15th June 2011

**Scope:**

* Doing Accounts Works
* Banking Records
* Book Keeping
* Bank reconciliation

01st August **Assistant Accountant**

2011 to Captain Rice Mill

20th August 2013

**Scope:**

* Doing all Kind of Accounts Works
* Scheduling work and activities

02nd September **Accountant** and **Administrator Officer**

2013 to E-Zone Travel and Tours

Present **Scope:**

 Accounting Works

 Book keeping

 Interacting with computers

 Documenting / Recording information

 Performing Administrative activities

 Organizing, Planning and Prioritizing work

 Establishing and Maintaining interpersonal relationships

 Monitoring and controlling resources

 Handling moving objects

 Analysing data or information

 Controlling machines and processes

**SKILLED GAINED**

* Add on sale
* Ability to establish a relationship with Customers
* Very good stress management
* Team work skills
* Operation assistance qualifications
* Problem solving Ability
* Highly Self Motivated
* Ability to work Harmoniously in a Multi-Cultural environment
* Good Interpersonal Relationship
* Capable of meeting deadlines
* Ability to work under pressure
* Ability of handling customers in good manner

**EXTRA CURRICULAR ACTIVITIES**

* Prefect – College Board of Prefects
* House Captain of Inter House Sport Meet
* Secretary of School Batch of 2010
* Secretary of English Literary Association
* Member of School Tamil Literature & Islamic Majils Comity
* Participated in All other Religion Competition
* Member of School International Inter House Sports Meet

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| **PERSONAL DETAILS** | |  |
| Date of Birth | : | 17th January 1992 |
| Nationality | : | Sri Lankan |
| Resident of | : | United Arab Emirates- Visit Visa |
| Gender | : | Male |
| Civil Status | : | Single |
| Language | : | English, Sinhala and Tamil |
|  |  |  |
| Driving Licence | : | Sri Lanka |
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Excellent Referees provided upon request.

I hereby certify that the above information furnished by me is true and accurate to the best of my knowledge.