**SHARMEN**

**EMAIL :** **sharmen.383464@2freemail.com**

Quick Learning, Computer Literate CA Part Qualified with 3 years Audit experience and 6 years Commercial Sector Experience. Skilled in clearly providing financial Information’s to the BOD, proficient in using MS Products and hand on experience in ERP Systems and many Accounting Software’s.

**WORKING EXPERIENCE**

**2006 - 2009 - BDO Partners - Chartered Accountants**

 **Designation -Audit Senior**

**Auditing and Accounting**

* Carrying out statutory and non-statutory audits in different sectors, including, Finance, Investment, Construction, Hotel, Power & Energy, Consultancy, Freight, Manufacturing / Processing, NGOs, etc.
* Preparation of financial statements according to the provisions of SLASs and relevant statutes.
* Preparation of internal audit reports. **Taxation**
* Preparation of tax (income tax, VAT, ESC, etc.) computations on behalf of client organization.

**2009 – 2012 - BDO Consulting (Pvt) Ltd Designation – Accounting officer**

* Preparation of Annual Financial Statements according to the provisions of LKASs and relevant statutes.
* Preparation, review and submission of monthly, quarterly and final accounts to the Senior Management on a regular basis.
* Processing monthly Payrolls, Making statutory payments, maintaining personal files, filing monthly and Annual Returns with respective departments.
* Preparation of tax (income tax, VAT, ESC, etc.) computations of the Company

**2012 Aug to as at date - Ceyline Group of Companies (Ceyline Commercial Cluster**

 **Companies)**

**Designation -Senior Assistant Accountant**

Ceyline Group is consisting of 18 Subsidiary Companies engage in shipping , Freight Forwarding Crew management services and professional educations provider and etc

**Job Role**

* Being the Key Accounting person for four companies under the group namely Cargoserv Shipping limited, Capricorn Shipping (Pvt) Ltd, Ceyline Neptune shipping (Pvt) Ltd and Ceyline Agencies (Pvt) Ltd. Directly reporting to Group Chief Financial Officer.
* Preparation and submitting Monthly Management Accounts to the Board of Directors on every 15th of the month.
* Preparing Debtors statements weekly and follow up.
* Passing all Payments. ( Eg: Overheads / Liner Payments/ Container Deposit Payments freight Payments Tax payments)
* Supervising and monitoring of Accounts Staff works.
* Checking and Approving Disbursement Accounts prepared by staff before sending to principals.
* Checking the Cash books and Bank reconciliations on daily basis and report the Bank balances to Central bank Daily.
* Preparation and presenting of Annual Budgets to the Board of Directors and revise budgets if required , budget variance reports and any other management reports as requested by the management.
* Preparing monthly salaries and maintain ETF and EPF statements.  Attending to Audit and Tax Matters.

**EDUCATIONAL & PROFESSIONAL QUALIFICATIONS.**

# Professional

* **Qualifications in Chartered Accountancy (SL)**  Completed intermediate examination of ICASL
* **Finalist of Association of Accounting Technicians of Sri Lanka**

# Academic

  Passed GCE advanced level examination in 2006

Accounting A

Business Studies A

Economics B

English C

# Computer Literacy

* Completed a diploma course in MS Office at ISS Computer Studies (Pvt) Limited, Colombo 13.
* Hands on experience in Accounting Packages such as Accpac, Tally, Quick book , Profit Plus, Finac, IMAS & ERP System etc.

**PERSONAL DETAILS**

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| --- | --- | --- |
|  |  |  |
|  | Date of birth  | : 30th of October 1987  |
|  | Age  | : 31 years  |
|  |  |  |
|  | Gender  | : Female  |
|  | Marital status  | : Married  |
|  | Nationality  | : Sri Lankan  |
|  | Religion  | : Roman Catholic |
|  | Race  | : Burgher  |
|  | School attended  | : Good Shepherd Convent Colombo -13 |

**DECLARATION**

I do hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.