



Poornima Sewwandi

Junior Accountant

Higher National Diploma in Accountancy
(B.Com)S.L.I.A.T.E

My Contact

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📞 0557352320

📍 Al salwa street ,Al naeem building, Near economic zone , Ras al khaimah.

Personal Details

Full Name Karunadhipathi
Mudiyanselage
Poornima Sewwandi
Karunadhipathi
Address 73/2A, School Lane,
Ranala , Sri Lanka.
Date of Birth 1995.06.07
Gender Female
Civil Status Married
Nationality Sri Lanka
Passport No N10824256
Visa Status Visit

Skills

Communication
Leadership
Time Management
Problem-solving
Computer
Customer Service

Language

English

About Me

Secure a responsible position in account management and serve as a Junior accountant in the Middle East sector, by sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

Work Experience

Accountant

Eiffel pharmacy (pvt) Ltd, Anuradhapura , Sri Lanka
2019 January to 2023 October

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.
- Report on the company's financial health and liquidity.
- Reinforce financial data confidentiality and conduct database backups when necessary.

Audit Asisstant

2018 Janunuary to 2019 January

Ekanayaka and Company Anuradhapura ,Sri Lanka.

- Financial statement auditing
- Audit reporting and presentation
- Financial analysis
- Maintaining client relations
- Data collection
- Knowledge of auditing standards and regulations
- Performed other duties as assigned
- Preparing accurate assurance documentation for review

Worked on Busy Business Accounting Software

Education

General Certificate of Education Advanced Level

August 2015

Niwaththakachethiya College Sri Lanka

(Economics -A, Accounting -B, Business Studies -B,
General English -S)

General Certificate of Education ,Ordinary Level ,

December 2011

Niwaththakachethiya College Sri Lanka

(A-2, B-2, C-5)

Professional Qualification

I have currently following executive level and

I have successfully completed

- Financial accounting & Reporting fundamentals subject
- Commercial insight for management subject
- Fundamentals of taxation subject
- Fundamentals of law subject

in executive level at the Institute of Chartered Accountants of Sri Lanka.

Successfully Completed Higher National Diploma in Accountancy (B.Com, 4 years)-
SLIATE Sri Lanka

Successfully completed Computer literacy program by Open University of Sri Lanka.

I hereby attest that the above information is true & correct according to the best of my knowledge.

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Date

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Signature