



CHATHURIKA KARUNATHILAKA

ACCOUNTS EXECUTIVE

PROFESSIONAL SUMMARY

My career objective is to work in a challenging environment that would provide me with opportunities, experiences, personal growth and development in my career by working with uttermost honesty and commitment while contributing success to the organization. Being a dynamic person, I have the ability to develop positive relationships with peers, teams and customers as I possess good interpersonal skills and communication ability. With the academic and practical strengths, I wish to work for your organization in order to contribute to success in the given role.

PERSONAL INFORMATION

- Full Name : Kalu Achchillage Chathurika Sandaruwani Karunathilaka
- Date Of Birth : 04th August 1995
- Gender : Female
- Nationality : Sri Lankan
- Passport No : N10581773
- Visa Status : Visit Visa

CONTACT

☎ +971566379320

✉ chathu6767@gmail.com

📍 Tourist Club Area, Abu Dhabi

LANGUAGES

- English
- Sinhala (Native language)

WORK EXPERIENCE

Account Executive at Steel Mart Holding Pvt Ltd | Oct 2021-Feb 2024 | Sri Lanka

- Utilized QuickBooks for managing accounts payable and receivable including Cheque writing, Bank reconciliation, Stock handling, and journal entries.
- Ensured timely bank payments and performed bookkeeping to support accurate financial reporting
- Assisted in preparation and finalizing management accounts
- Processed payroll and managed all accounting transactions
- Prepared tax summaries and computed VAT, SVAT, SSCL & CIT liabilities
- Manage all accounting transactions
- Monitored and resolved bank issues, including fee anomalies and check discrepancies through effective account/bank reconciliations
- Liaise with auditors, banks, suppliers and customers

Audit Trainee at Kreston Sri Lanka | Oct 2019-Feb 2021 | Sri Lanka

- Conducted detailed audits of Cash and bank transactions, property plant and equipment, prepayments, related party transactions, accounts receivable, accounts payable, VAT, taxes, Inventory
- Identified and reported control weaknesses and drafted recommendation letters for improvement

EDUCATION

Bachelor of Business Management (Accountancy specialization), Second Class Upper Division | 2017-2021 | University of Kelaniya, Sri Lanka

PROFESSIONAL QUALIFICATIONS

Business level 1&2 completed: currently pursuing Corporate Level Institute of Chartered Accountants Sri Lanka

STRENGTHS

- Budgeting and finance-Focused on achieving company profits
- Multi Task-Skilled in organizing time and managing workload
- Organization-Proficient in managing multiple responsibilities and tasks
- Problem Solving-Strong critical thinking, decision making, and problem solving

REFERENCES

- Will be provide on request

*All certificates that relevant to my above-mentioned qualifications (Degree certificate & transcript, Chartered Accountancy qualification certificates) are attested by the Embassy of United Arab Emirates in Sri Lanka.

I do hereby declare that the above information is true and accurate to the best of my knowledge