

Sandeepani Jayasena

Assistant Accountant (Available to join immediately)

Phone : (+971) 58 270 4945

E-mail : erandikasandeepani@gmail.com

Location : Dubai

Visa Status: Visit visa

Nationality: Sri Lankan



Career Summary

Results-driven and highly organized Accounting cum HR Professional with a Bachelor's degree and four years of hands-on experience in financial management and reporting. Adept at maintaining accurate and up-to-date financial records, processing transactions, and ensuring compliance with IFRS, IAS, Labor Law regulatory requirements. Proven ability to collaborate with cross-functional teams to streamline processes and improve efficiency. Demonstrated expertise in accounts payable/receivable, financial analysis, reconciliation and payroll. Seeking to leverage my strong analytical skills and financial acumen to contribute to a dynamic team.

PROFFESONAL EXPERIENCES

Assistant Accountant | Sunbeam Technologies Private Limited Sri Lanka | (2021 - 2023)

- Conduct general ledger accounting and prepare financial statements.
- Manage accounts receivable and accounts payable.
- Accurately calculate employee welfare benefits and process payroll.
- Review and reconcile bank statements.
- Conduct financial valuation for tender projects.
- Pre-cost calculation of imported materials and determine pricing
- Prepare and present department-specific KPIs.
- Coordinate day-to-day accounting activities in accordance with IFRS.

Accounts Assistant | Central Industries PLC Sri Lanka | (2019 – 2021)

- Verify, record, reconcile accounts payable and receivable to Accounting system
- Monitered expenses and prepared vouchers for payments.
- Recording journal entries and completing the general ledger.
- Managed telephone calls and handled clients.
- Handled daily transactions for petty cash.
- Prepared commercial invoices, job-wise cost calculation of export items
- Preapred and printed checks, ensuring for appropriate approvals.
- Reconciled monthly bank statements with general ledger accounts.
- Maintained accounts receivable customer files and records.
- Recoriding inventory counts, material list.
- Preparing monthly VAT reports and filing VAT returns for submission in accordance with tax regulations

- Track employee time and attendance for payroll
- Make departmental purchases and processed vouchers for employee safety appliances
- Manage and update employee information in the Oracle HR system
- Visit the company sub-branch to audit personal files and identify errors.
- Present HR Metrics Dashboard on overtime budget, absence rate, and leave summary for management review.
- Handle employee gratuity documentation, communicate with the government, and manage payment procedures.
- payments Reconcile ,checking errors ,balancing Financial statements and going back to original source for internal audit assisgments

KEY RESULTS AREAS

- Accounts Receivables
- Accounts Payables
- Bank reconciliation
- Financial Statements
- Petty Cash
- Bookkeeping
- Payroll
- Labor Law
- VAT
- Talent Acquisition
- Training & Development
- PE & KPI

ACADEMIC & PROFESIONAL QUALIFICATIONS

- **Bachelor of Science in Management special degree** in University of Sri Jayewardenepura , Sri Lanka – with **Second Class Upper division**
- **Completed Executive level of Chartered Accountancy** Institute of Chartered Accountants of Sri Lanka.
- Successfully completed the **AAT final examination** in the Association of Accounting Technicians of Sri Lanka
- **Diploma in Counselling Psychology** in Mental Health Foundation Colombo, Sri Lanka

EXPERTISE

- Microsoft Word, Excel
- Microsoft PowerPoint
- QucikBook
- HsenidBiz - HRMS
- Oracle
- SPSS

LANGUAGE COMPETENCIES

English: Professional

Sinhalese: Native Language

REFERENCE

Reference will be provided on Request