

Positive and upbeat professional with +6 years' experience of Finance accounting and Audit accounting with ability to coordinate accounting matters with other departments, locations, and divisions. Also bringing knowledge of accounting procedures and principles, as well as accuracy and attention to detail.

Able to ensure prominent levels of company satisfaction and exceed their expectations. Further capable of being an excellent team worker.

Experience of handling multiple clients, learning new accounting software and identifying and reporting trends. Highly engaged and communicative with all clients and colleagues.

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## Working Experience

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**2021-Aug to Accounting Executive**

**2023 Sept NYK Management Solution (Pvt) Ltd -Colombo, Sri Lanka.**

- Preparation of management account.
- Undertake internal audit and preparation of audit reports.
- Undertake external audit and present the reports.
- Attending for the company secretarial works.
- Contributing to the preparation and computation of VAT, SVAT, NBT and Income Tax.

**2017-Jul to Accounting Assistant**

**2021 -Jul Damro Group (D.R Industries (Pvt) Ltd)-Colombo,Sri Lanka.**

- Keep a thorough record of business transactions and enter data from daily work logs into the company's general ledger system.
- Maintained records like, vouchers, bills, receipts and payments. Also updated accounts receivables and issuing invoices.
- Keep track of any consumer issues that require a refund and make sure that the refunds are issued in a timely manner.
- Preparing company accounts and other financial reports.
- Assisting to the management in the preparation of monthly/yearly reports.
- Preparing of salary statements, EPF, ETF and PT.
- Handling Day to day Petty cash management and accounting.
- Preparing bank Deposits and conducting bank reconciliation.

**2016-Dec to Stock Clerk**

**2017- June S- Ion Lanka (PVT) LTD – Colombo, Sri Lanka.**

- Preparing and maintaining reports of inventories, price lists, shortages, and goods used or issued.
- Purchasing new or additional stocks and preparing purchase invoices and other documents.
- counting stock items and keeping system records in daily basis.
- Assisting to the management in the preparation of monthly/yearly reports.



## Kalum Wijebandara

*Dedicated & professional person offering versatile office skills and proficiency in accounting and operations. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines.*

## Personal Info

### Address

Block A, Dr Juan Bldg, Al Rigga, Dubai. UAE

### Phone

+971 58 865 9512

### E-mail

[kalumwijebandara@gmail.com](mailto:kalumwijebandara@gmail.com)

### Date of Birth

05 January 1997

### Civil Status

Married

### Nationality

Sri Lankan

### Visa Status

Visit Visa

## Academic Qualification

- 2014-Jan to  
2016 Aug
- GCE Advanced Level**  
**Bandarawela Central College- Sri Lanka.**
- Accountancy
  - Business Studies
  - Economics
  - General Information Technology

## Professional Qualification

- 2022-Jan to  
June
- Certificate Course in AAT**
- 2<sup>nd</sup> Level completed.
- 2022-Aug to  
Sept
- Diploma In Computerized Accounting Course**
- Successfully completed.
- 2022-Sept to  
Oct
- Certificate course in accounting software & bookkeeping**
- Successfully completed.
- 2022 -Jan to  
Mar
- Diploma in Accounting at London School of Business and Social Science UK Ltd**
- 3<sup>rd</sup> Level Completed
- 2023 -May  
onwards
- Association of Chartered Certified Accountants (ACCA)**
- **Following**

## Reference

Upon the Request

## Key Skills

- Intuir Quickbooks, Sage, Myob & Tally ERP.
- Quickbook, XERO, Zoho Books & Wave.
- Proficient in Microsoft Office tools (or equivalent) – Outlook, Word, and Excel.
- Excellent for work ethics and team player
- Calm under pressure.
- Time and Effective work management.
- Capable to cope with new system upgrades easily.
- Excellent communication skills (staff and customer-oriented)
- Self-motivation.
- Punctuality.

I do hereby declare that the above information furnished by me is true and accurate to the best of my knowledge, and may I add that I shall endeavor to be an asset to your establishment if I am given an opportunity to serve in your organization & also I will make myself available for interview/ test at your convenience.

Signature

**W M A N K W Bandara**