

# JAYATHUNGA WITHANAGE SHAMILA UDAYANGANI SIRIWARDANA

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## Work Experience

**October 2023 to January 2024**

**Botkeeper SL (Pvt) Ltd, Sri Lanka [Senior Accountant]**

Engaged in handling client's concerns about bookkeeping during US Business hours, developed best practices for clients, reviewed subordinates' work. Updated the uncategorized transactions in QBO or Xero.

**August 2021 to May 2023**

**Jumpshoot (Pvt) Ltd, Sri Lanka [Accountant]**

Involved in preparation of monthly and yearly financial statements, preparation of annual budgets and job estimates, and handled the day today treasury management activities. Prepared the Payroll and made the statutory payments to the government authorities. Petty-cash management and reconciliation. Liaised with banks and government departments. Prepared and submitted the Tax computations. Directly reported to the chief Executive officer and the board of directors.

**December 2020 to August 2021**

**Squiremech Engineering (Pvt) Ltd, Sri Lanka [Accounts Executive]**

Engaged in dealing with accounting functions and assisted to Chief financial officer on day today treasury management activities. Opened the bank accounts, reviewed and maintained records of Overdrafts and other bank facilities. Prepared the Bank reconciliations and ensured timely bank payments. Prepared and maintained management reports, liaised with external auditors, banks and government departments.

**July 2019 to December 2020**

**Resus Energy PLC, Sri Lanka [Assistant Accountant]**

Prepared monthly, quarterly and annual financial statements by complying with financial policies and regulations to publish in CSE and handled and co-operated the year end audit of all the companies within the group. Liaised with external auditors, banks and government departments. Reconciled accounts payables and receivables together with intercompany transactions and reviewed the Bank reconciliations of all the companies. Performed the Fixed assets capitalization and the depreciation. Petty-cash management and reconciliation. Prepared and submitted the Tax computations for all the companies within the group and ensured the payments of taxes such as PAYE, Stamp duty, ESC and Income Tax on time.

**July 2014 to July 2019**

**Deloitte, Sri Lanka [Audit Supervisor]**

Supervised internal and external audits, prepared and reviewed of audit programmes, planned audit work, assessed the risks, formulated the audit strategies, verified and reconciled income tax, VAT, NBT, ESC, WHT and PAYE taxes of Sri Lanka.

## Professional Memberships

Member of The Association of Accounting Technicians of Sri Lanka  
(Membership Number-11458)

## Professional Qualifications

- Diploma in Accounting and Business Studies - Institute of Certified Management Accountants of Sri Lanka
- Completed Business Level – The Institute of Chartered Accountants of Sri Lanka
- Completed Bill Certification Training for Accounts Receivable
- Completed Bill Certification Training for Accounts Payable

## Academic Qualifications

Institute : Open University of Sri Lanka

Programme : Diploma in Management

Academic Period : 2013 to 2018

## Personal Details

**Date of Birth**

September 17<sup>th</sup> 1993

**Gender**

Female

**Nationality**

Sri Lankan

**Marital Status**

Married

## Soft Skills

- Communication skills
- Problem analysis and problem-solving skills
- Attention to detail and Deadline-oriented
- Leadership and organizational skills
- Professionalism
- Team collaboration
- Client relationship management

## Technical Skills

- Proficiency with Microsoft Office and Audit Support Tools
- Certified ProAdvisor – QuickBooks Online
- Certified Advisor - Xero
- Computerized Accounting (QuickBooks, Peachtree, Xero, SAP)

## Communication

- English- Writing, Speaking and Reading- Fluent
- Sinhala- Native