
NAYANATHARA HETTIGE PERERA

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CAREER PROFILE

Graduate with broad-ranging expertise in accountancy, able to work both independently and as a supportive and collaborative team member. Experience of around four years in the accounting field with knowledge in preparation of financial statements, financial analysis and auditing & taxation. Focuses on attention to detail while being efficient in work allocated.

WORK EXPERIENCE

Audit Executive

ABC Associates, Sri Lanka

2021 - 2023

- Reviewing Financial Statements.
- Handling a wide variety of clients and assisting their needs.
- Preparing company ledgers.
- Monitoring junior staff and managing their tasks.
- Record keeping via SAP and ERP system.
- Preparation of Taxation related document

Junior Executive

JZ PLC, Colombo, Sri Lanka

2019 - 2021

- Preparation of Financial Statements and reporting to senior management on Financial Statements Liaising with debtors, creditors, customers and banks.

Trainee

GHJK Conglomerate, Colombo, Sri Lanka

2018 - 2019

- Carrying out bookkeeping activities including journal postings and ledger reconciliations Invoicing and record keeping.
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EDUCATION

- Completed bachelor's degree of B.Sc. in Accounting and Finance Management at University of Sri Jayewardenepura, Sri Lanka (2019)
- Completed G.C.E ADVANCED LEVEL Examination (2014) (Index Number: 40018097) with 04 A passes in the Commerce Stream.
- Completed G.C.E ORDINARY LEVEL Examination (2011) (Index Number: 28704510) with 08 A passes and 01 B pass.

SKILLS

Analytical Skills

- Preparation of analytical reports
- Preparation of statistical diagrams and interpretation of data

Communication Skills

- Literate in English and Sinhala languages to communicate with internal and external parties
- Communicating with debtors and external parties in accomplishing work targets
- Presentation of financial data to the senior management at the end of each quarter