



MANEKA JAYASINGHE

MANAGER



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www.reallygreatsite.com

EDUCATION

ACADEMIC QUALIFICATIONS

UNIVERSITY OF SRI JAYAWARDENEPURA, 2019 – 2023

- BSC IN ACCOUNTING (SPECIAL) DEGREE

VISAKHA VIDYALAYA, COLOMBO

- 04 - 4AS (2017) IN G.C.E ADVANCED LEVEL – COMMERCE STREAM

PROFESSIONAL QUALIFICATIONS

- AAT PASSED FINALIST, ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA, 2020

SKILLS

- Excellent communication skills in English and Sinhala
- Microsoft Packages Skills (MS Excel, MS PowerPoint, MS Word)
- Presentation and PR Skills

MY HOBBY

- Playing Basketball
- Drawing
- Traveling

ABOUT ME

I am a qualified and professional web developer with five years of experience in database administration and website design. Strong creative and analytical skills. Team player with an eye for detail.

WORK EXPERIENCE

MANAGEMENT TRAINEE - YMP AUDIT COMPANY, COLOMBO 2021 AUGUST – 2022 AUGUST -

- Assist company finance team on bookkeeping
- Analyze data and trends
- Assist with report analysis and development
- Accurate inputting and processing of invoices

FINANCE EXECUTIVE - JML HOLDINGS (PVT) LTD, RATMALANA SEPTEMBER 2022 - OCTOBER 2023

- Performing reconciliation of accounts
- Evaluating financial statements
- Preparing profit and loss statements
- Preparing cashflow statements

ASSISTANT ACCOUNTANT (PROMOTED) - JML HOLDINGS (PVT) LTD, RATMALANA NOVEMBER 2022 - PRESENT

- Supervises the preparation of the account reconciliation
- Prepares budgets
- Verifying payments and invoices accurately.
- Preparing tax returns

EXTRA-CURRICULAR ACTIVITIES

- Member of Ragama Toastmaster Club
- Member of Kelaniya LEO Club
- Member of Over 20 National Karate Team