

Contact Information

Email

Isuriapsara868@gmail.com

Address

Flat No 303
Al Qusais
Dubai,
United Arab Emirates.

Phone

+971582885276

Date of birth

02-04-1998

Nationality

Sri Lankan

Linkedin Profile

<http://linkedin.com/in/isuri-apsara-58282b17a>

Passport Number

N9674760

Visa Status

Visit Visa

Skills

- Self-motivation, determination and confidence.
- Strong team-player skills developed through work in retail and group activities.
- Capable of Working under pressure.
- Have a good knowledge in Sage accounting package.
- Have sound knowledge in MS Word, Excel, Access, and PowerPoint.
- Have good presentation and communication skills in both Sinhala and English.

Isuri Apsara

A passionate value driven individual intends to actively work with commitment, enthusiasm & dedication upheld with honesty while delivering & developing professional and personal charisma, succeeding the responsibilities bestowed upon.



Experience

No 213 , Galle Road,
Colombo 03, Sri
Lanka July 2021 – June
2022

No 115, Sir James
Pieris Mawatha,
Colombo 02
December 2020 – May
2021

No. 493, Pannipitiya
Road, Battaramulla,
Pelawatta July 2020 -
January 2021

Income Auditor – Finance Department Wonder Hotel Colombo

- Prepared Bank Reconciliation reports
- Checked Daily cash collection and identify Discrepancies
- Handled Receivable accounts

Accounts Assistant – Finance Department Nawaloka Construction Company (pvt) Ltd

- Issued cheques on timely manner
- Prepared summary reports
- Consistently met my short and long-term targets

Junior Associate – Finance Operations (Internship) MAS LEGATO (PVT) LTD

- Handled customer complaints with empathy and composure.
- Assisting payment requestors on invoice discrepancy resolution
- Develop and maintain relationships with internal and external stakeholders including SBUs and Suppliers
- Prepared weekly and monthly financial reports

Education

Institute of Chartered
Accountants of
Sri Lanka, Colombo 07

C.W.W Knnangara
Central College
Mathugama

WP/MT Colvin R. De
Silva M.V, Ittapana

BSc. Applied Accounting Degree

Institute of Chartered Accountants of Sri Lanka
2017-2020

G.C.E Advance Level Examination

C.W.W Kannangara central College
2015-2017

- Passed G.C.E Advance Level Examination (2017) in Commerce stream obtaining 2-B & C Grade passes
- Index No: 5673690

G.C.E Ordinary level Examination

2003-2014

- Passed G.C.E Ordinary level Examination (2014)
- Index No: 41067932

Extra Curriculum Activities

- Past member of school Commerce Association
 - Member of School Sports Club
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References

➤ **Mr. R.M.P.K.Rathnayake**

Finance Manager

Nawloka Construction Company
(Pvt) Ltd.

No 115, Sir James Peiris Mawatha,

Colombo 02

Email: prasanna@gmail.com

Mobile: +94773972991

➤ **Mr. Menaka Balasuriya**

General Manager

Wonder Hotel Colombo

No 213, Galle Road,

Colombo 03

Email : gm@wondercolombo.com

Mobile: +94777777297

I hereby certify that the above-mentioned details are true and correct to the best of my knowledge.

Signature