Madara Amarasinghe

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Date of Birth: 1988­02­27 Tel no-84644976

# AWARDS & CERTIFICATIONS

Xero Certified June 2016 (AcccountingSoftware)

Quick Books Proadviser Nov 2016 (Accounting Software)

SMSF Trustee Certification June 2016 (Australia)

# EDUCATION

CIMA – Managerial Level(2010)

CPA SRILANKA (Following P1)

# EXPERIENCE

## Senior Accountant (Glance BPO Pty Ltd)

#### June 2016- January 2017

**Accomplishments**

* Ensure lodgments of income tax returns & business activity statements, along with other associated schedules with Australian Tax office are submitted accurately & on a timely basis.
* Preparation & review of financial reports & cash flow forecasts
* Prepare & review income tax returns for individuals, partnerships, trusts & companies.
* Ensure bookkeeping & payroll activities are completed accurately & timely basis.
* Carry out audits for Australian Tax Office.
* Carry out Xero/Quick book/MYOB conversions
* Provide financial & tax advice support for clients.

# SKILLS

Microsoft Office

Xero

SAP

Deputy

Quick Books

Receipt to Bank

MYOB

Handi Tax Ledger

Work Flow Max

E-Commerce

* On-boarding of new clients & the introduction of work procedures.
* Continually identifying process developments.
* Dealing with Australian Tax office & ASIC on client matters.
* Systems Handled: Xero, MYOB, CCHi, Handi Tax/ledger, QB, Soft Assist, WorkflowMax, Xero Practice Manager

*Assistant Accountant*

*Iconic Mind Pty Ltd*

October 2014- May 2016

### Accomplishments

* Book keeping (QuickBooks online)
* Preparing Financial Accounts and other management reports.
* Preparing cash flows
* Filing tax returns (At Maryland Tax corporation)
* Directly liaise with customers
* Invoicing and emailing outstanding letters to customers.

*Accounts Executive*

*Allianz Insurance Lanka Ltd*

Jan 2013- October 2014

### Accomplishments

* Group reporting to AZAP Singapore regional office ,budgeting and planning financial accounts
* Preparing branch accounts and monthly accounts/handling monthly general vouchers and Monthly balance sheet reconciliations
* Book keeping
* Preparing financial reports, budgets and KPIs and variance analysis
* Preparing monthly cash flows
* Finalizing Management Accounts and reporting for main regulatory body (IBSL) and Central Bank ( Census)

*Research Associate*

**RR Donnelley & Company**

May 2011 – December 2012

**Accomplishments**

* Operate as an important link between the client and management
* Analyses Financial data in financial statements and create reports in XBRL format (Extensible Business Reporting Language)

*Assistant Accounts Consultant*

**Ossman Consultants Limited**

June 2009- April 2011

**Accomplishments**

* Preparation of personnel tax returns for UK clients
* Bank reconciliation
* Preparation payrolls, Employers Annual Returns and Benefits in Kind returns
* Preparation of rental accounts
* Credit Control
* Preparing Company annual returns
* Book keeping
* Preparation cash books
* Preparation corporation tax returns
* Preparing & feeding all accounting data to computerized system (Invoice, Petty cash, Bank entries, Bank Deposits, All other journal entries as required).
* Assisting in the preparation of financial accounts and other management reports.
* Preparing bank reconciliation, vat schedule stamp duty and withholding tax schedules and updating the register and the system
* Preparation of other Ad hoc reports as requested by the Management. (Vehicle maintenance, leasing, individual costing and other expenditure analysis).

**Accomplishments & Extra Curricular Activities**

* Participated in CIMA mind challenge from RR Donnelley
* Won a gold medal in RR Donnelley mind challenge.
* Was an active member of the LMD Society for the period 2000-2004
* Played Badminton at School

**Reference Available on Request**