Self-motivated, detail oriented and a highly adaptable individual with a can-do attitude. Able to handle a wide array of company tasks pertaining to different departments under minimal supervision.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Management Accounting | * A/R, A/P & GL | * Bookkeeping | * Credit Control | * Project Management |

**PROFESSIONAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WELLS FARGO BANK, N. A Tai Koo, Hong Kong**

*Insourcing Finance Specialist and Project Specialist November 2015 – Present*

* Preparing full set of monthly management accounts for corporate insourcing clients
* Daily Reconciliation between trade (letters of credit) processing platforms and accounting system
* Invoicing of clients and reconciliation with Nostro account upon invoice settlement
* Synchronization of foreign exchange rates for multiple trade finance platforms
* Co-ordinating and assisting external auditors' work
* Administration of multiple legal contract repositories pertaining to different product categories
* Liaising with Legal for necessary documentation for new and terminating corporate clients
* Overseeing internal and external user acceptance tests (UAT), ensuring tests are properly conducted
* Training different Insourcing teams before new systems deployed to production environment
* Liaising with Management to review processing models and system developments
* Supporting sales teams’ efforts regarding the workflow procedures of potential insourcing clients
* Perform various financial analysis to provide value-added comments to senior management

**MULTI-CHAIN LIMITED Central, Hong Kong**

*Accounts Clerk September 2011 – October 2015*

* Accounting of client companies ranging from Sole Proprietorships to Limited Companies
* Accompanying High Net Worth Individual (HNWI) clients to their appointments with bankers
* Handling Import and Export documents with over 10 shipping lines and relevant banks
* Managing company’s internet banking profiles (settlements/ receipts)

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNIVERSITY OF BEDFORDSHIRE**

* *BA (Hons) Business Management (2016)*

**ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)**

* Obtained the Diploma in Accounting and Business (2015)
* Obtained the Intermediate Certificate in Financial and Management Accounting (2015)
* Obtained the Introductory Certificate in Financial and Management Accounting (2014)

**LONDON CHAMBER OF COMMERCE AND INDUSTRY (LCCI)**

* Passed the Level 3 Accounting Exam (2011)

**ADDITIONAL SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Proficient in the English Language
* Fluent in the Sinhalese Language
* Basic French
* Sage DacEasy (Accounting Edition)
* Microsoft Office Suite 2010/2013/2016 (Word, Excel, PowerPoint, Outlook)
* Adobe After Effects CS4/CS5 and Sony Vegas Pro Versions 9/10/11

**References available upon request.**