

Summary

An experienced and well maintained professional having ample amount of knowledge in Accounting sector and seeking an opportunity in the related sector to use my skills and be able to contribute to the firm for which I am working. I will put my best effort to learn the company's policies and make better decisions in the favour of the company.

Skills

- Strong communication and interpersonal skills.
- Good analytical and planning skills.
- Knowledge with Microsoft office kit – MS Excel, MS Word, Power Point, and excel.
- Good mathematical ability
- Strong strength of finance ethics.

Employment History

Finance and Admin officer –General Administration & Finance at Centre for Governance Innovations (CGI) **01-11-2019-till date**

- Introduce process and procedures to effectively manage the office administration
- Manage payments and receipts to enable financial operations.
- Manage inventory of office equipment, furniture and related items.
- Manage all documents related to the above tasks in organized files and folders.
- Identify all operational and maintenance and carry out necessary actions in effective manner
- Assign duties to other support staff and supervise to ensure that the tasks assigned are delivered properly
- Periodically review the admin and accounts operations and submit a monthly report to the Chief Operations Officer and Chief Executive Director
- Study and understand the projects and nature of works managed at CGI
- Project Budget and finance report preparation.
- Coordinate with all CGI offices regarding finance matters.
- Provide support for project coordination to work on tasks and activities.

Program Assistant – Race for Education program Northern and Eastern province at Centre for Excellence in Education Development (CEED) 01-10-2018 – 31-10-2019

- Project management and coordination with all stakeholders in the project
- Data management and MIS system implementation support
- ICT system testing, support and data enumeration
- General administration and managing finance

Finance and Admin officer– ICT Projects, General Administration & Finance at Centre for Governance Innovations (CGI) 01-08-2017 - 30-09-2018

- Project management support for ICT tools
- ICT tools user testing, support and data enumeration
- Maintaining Jaffna Branch Accounts and Payments
- Managing all Administration work

Education and Qualifications

Passed G.C.E O/L examination	- (8A, 2B) Pass out December	2007
Passed G.C.E A/L examination	-Stream – Commerce (2A, B) - Pass out August	2010
Completed one year BBA programme at University of Jaffna		2011
Completed Chartered Accountancy CAB 1		2011
Completed 2 Subjects in Chartered Accountancy CAB 2		2012/2013
Completed CBF		2014
Passed 1 subject in DBF		2014
Completed BCOM in Accounting & Finance at University of Champagnat		2014/2017
Completed Financial Accounting Fundamentals at University of Virginia-Online course		2019
Completed 2 courses in intermediate financial accounting at University of Illinois		2020

I hereby confirm that the above particulars are submitted by me are true and accurate according to the best of my knowledge.

01/09/2022

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S.Sajitha