



NUWAN PERERA

FINANCE EXECUTIVE

PROFESSIONAL SUMMARY

Accomplished Finance Executive with a proven track record at Infomate Pvt Ltd John Keells Property Group Company, where I enhanced financial processes and improved management reporting accuracy and timeliness. Proficient in computerized accounting systems, with a strong focus on automation and data-driven decision-making. Recognized for accurate bookkeeping, exceptional analytical skills, and the ability to identify cost-saving opportunities, driving notable efficiency improvements and cost reductions. A collaborative team player who effectively leads and supports cross-functional teams to ensure smooth financial operations and compliance with regulatory standards.

EXPERIENCE

Executive Finance

December 2024 – November 2025 | Infomate (PVT) LTD John Keells Property Group Company.

- Prepare daily financial reports to ensure accuracy and support data-driven operational decision-making.
- Conduct detailed cost analysis to track departmental expenditures and operational costs.
- Reconcile revenue reports and financial data for Cinnamon Hotels under the John Keells Group.
- Utilize **SAP, Oracle, Opera Cloud, and Cinnamon ERP** systems to extract, analyze, and compile financial information.
- Assist in preparing monthly financial statements for senior management review and strategic decision-making.
- Monitor cost and revenue variances to support performance improvement initiatives.
- Support the preparation of operational finance data for multiple departments across the organization.
- Coordinate with internal finance teams to provide documentation, clarifications, and responses to financial queries.
- Assist in budget planning and forecasting to align with organizational goals.
- Update and maintain financial records to ensure compliance with internal policies and audit standards.

CONTACT

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- Karama, Dubai, UAE (Visit Visa)

SKILLS

- Accurate Bookkeeping
- Clear Documentation
- Data Analysis
- GL/Bank Reconciliation
- Management Reporting
- Cost Reduction Management
- Computerized Accounting
- Business Budgeting
- Income Audit Reports
- Cost Analysis & Control
- Monthly Financial Statements
- General Ledger Management
- Accounting Principles and Practices
- Revenue Reconciliation
- Inventory & Internal Audits
- **Ability – SAP / ERP / QB / Opera / Oracle**
- **Experienced in MS excel**
- **Email / Outlook**
- **Microsoft Office Package - MS Word / Excel / Database / PowerPoint**
- Time Management Ability
- Analytical Thinking
- Independent Working Ability

Associate of Accounting

February 2024 - December 2024 | Chart Finance Consultant (Pvt) Ltd

- Generated invoices and receipts in accordance with company financial policies and procedures.
- Accurately recorded financial transactions and maintained up-to-date accounting records.
- Entered and verified bank transactions, petty cash, and expense vouchers using **QuickBooks**.
- Supported budget planning by compiling, organizing, and analyzing relevant financial data.
- Assisted with month-end closing processes through accurate journal entries and reconciliations.
- Collaborated with the finance team to meet audit and compliance requirements.
- Verified, sorted, and maintained well-structured financial documents for reporting purposes.
- Prepared monthly accounts and supported month end financial closing activities across departments.

Account Assistant

February 2023 - February 2024 | Harinth Enterprises (Pvt) Ltd

- Conducted accurate bank reconciliations and maintained consistency in cash balance reporting.
- Managed export ledger transactions and ensured timely and precise financial entry.
- Monitored accounts receivable and accounts payable, including regular follow-ups and coordination of supplier payments..
- Compiled and submitted AR/AP reports to management for effective financial oversight.
- Entered and verified all bank, petty cash, and expense vouchers Manually
- Supported inventory audits and external audits with proper documentation and follow up.
- Processed payroll including EPF, ETF, and managed payments.

- Team Player
- Accounting Software Handling

LANGUAGES

- **Sinhala**
Native
- **English**
Fluent

REFERENCES

**Mr. Ahamed Seefan - Manager
CHML Finance
Infomate (pvt) Ltd Jhon keells
property group**

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**Ms. Dusanthi waligalla- Senior Executive
CHML Finance
Infomate (pvt) Ltd Jhon keells
property group**

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EDUCATION

**Bachelor of Business Administration in
Accounting**
March 2024
University Of Jaffna, Sri Lanka

PROFESSIONAL QUALIFICATIONS

Reading Business Level 2 CA Sri Lanka
Completed Business Level 1 CA Sri Lanka

**Completed Advanced Excel Course
Imperial College**