**Education:**

**Bachelors of Science, Accounting & Finance** Graduated: December 2016

University of Maryland at College Park College Park, MD

Robert H. Smith School of Business GPA: 3.288/4.0

**Associates of Arts, General Studies Transfer** Graduated: June 2014

Anne Arundel Community College at Arnold, MD Arnold, MD

*Honors: Dean’s List- fall 2012, fall 2013, spring 2014; Honors List- Spring 2013*

**Experience:**

Johnson, Mirmiran & Thompson Hunt Valley, MD

*Project Accountant* June 2017- Present

* Prepare monthly invoices for government and private clients in compliance with contractual terms in cost plus, fixed price and time and material formats.
* Post monthly invoices in Microsoft Dynamics 365, as well as index them in the document storage software, OnBase.
* Set up cost plus, fixed price, and time and material projects in Microsoft Dynamics 365 with project parameters such as budgets, project multipliers, and sales prices.
* Record revenue estimates weekly for fixed price projects to accurately keep track of percent completion of projects.
* Review sub consultant invoices to ensure they comply with contracts, and post them in the accounting system.
* Research project revenue multipliers by using pivot tables, and analyze posted transactions.
* Utilize Power BI software to analyze project financial data and provide project managers with necessary project financial information to help them understand the financial standing of their projects.
* Complete and submit Minority Business Utilization Reports monthly to corresponding state agencies.

Fireline Corporation Baltimore, MD

*Accounts Receivable Specialist* January 2017-February 3, 2017

* Remind customers to pay their past due invoices, mail past due notices and update invoice payment status on Profit Zoom.
* Update customer contact information as well as credit card information in both Profit Zoom and Heartland Portico database.
* Send and collect credit worthiness inquiries of customers applying for credit from Fireline.
* Analyze customer 1099 tax forms and note down their business details and report them to the controller of Fireline.

First Command Financial Services Annapolis, MD

*One Day Intern* October 29, 2015

* Participated in business meeting with Franklin Templeton Investments.
* Conducted informational interview with a Financial Advisor and his administrative assistant about the financial planning process.
* Attended marketing event for First Command Financial Services at Starbucks.

Sinhala Private Tutor May 2014-August 2014

* Taught four children basics of writing and speaking the Sinhala Language (official language of Sri Lanka).
* Developed my own curriculum for the course by designing flashcards for vocabulary, lettering practice sheets and word pronunciation games.

**Skills:**

Languages: Fluent in Sinhala, Basic understanding of Spanish (understand a simple conversation and read and write simple sentences)

Computer: MS Word, MS Excel, MS Access, MS PowerPoint

Software: Profit Zoom by Peach Tree, Heartland Portico Payment Processing System, Microsoft Dynamics 365, Atlas, Power BI, Hyland Client OnBase.