

#### Area of Expertise

Budgeting & Forecasting

P/L Analysis

Variance Reporting

Manage Cash flows

Computer Literacy

Accounting Procedures

#### Professional

AAT

CIMA – Final Level

#### Personal Skills

Negotiation Skills

Numerate

Administration &  
Documentation skills

Oral & Writing skills -  
English

#### Personal Details

Uthpala Jayasinghe

No.245/2, Sirikotha Road

Kelaniya

T: 0772933170

E: [uthpala\\_jan@yahoo.com](mailto:uthpala_jan@yahoo.com)

DOB: 06.08.1987

## Uthpala Jayasinghe

### Accounts Executive/ Assistant Accountant

#### Personal Summery

A confident, multi skilled, capable person with excellent knowledge of finance & accounting procedures & ability to provide financial information whilst ensuring accurate management information. Having a proven ability to drive out inefficiencies process improvement as well as assist in the maintenance & development of financial systems and accounting procedures. Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

#### Work Experience

#### **NIVIRA CONSTRUCTION- ACCOUNTS EXECUTIVE FROM 01/10/2014 -UP TO DATE**

Manage day today cash flows & Banking activities

Preparation of Bank Reconciliation & Debtors & Creditors  
Reconciliation

Prepare sales Invoices & Upkeep an accurate Preparation of  
Management Accounts

Prepare Tax, NBT, VAT, EPF, ETF and submit the returns on time

Handle Tax issues related to the company by communicating with  
the department.

Handle cheque payments and outstanding settlement process.

Prepare weekly reports required for the management.

#### **IMPERIAL INSTITUTE OF HIGHER EDUCATION (PVT) LTD ACCOUNTS ASSISTANT -15/12/2012- 07/09/2014**

Prepare Bank Reconciliation & maintain ledgers

Maintain Monthly creditors & debtors to maintain working capital

## Referees

-Mr. M.H.B.U.S.B.

Mahagedara

Accountant

Nestle Lanka PLC Ltd

No. 440, Colombo 10

Phone : 0112699991-4  
(Office)

-Mr. Kapila Jayasinghe

Manager

Planning &

Coordination

PT Agro Harpan Lestari  
(Carson Group Company)

E mail:

[Kapilaj@agroindomas.com](mailto:Kapilaj@agroindomas.com)

Preparation of monthly salary, Overtime payments & prepare transfer letters to directly transfer to relevant accounts- Corporate banking

Manage customer payments, cheque payments and supplier management

Preparation of Statutory reports-NBT, WHT, EPF, Payee, ETF & Stamp duty & arrange payments monthly

Involved in preparation of /Quotations/Invoices arrange payments and manage Debtors control accounts

Analyze budget trends and prepare budget information for the management.

Identify monthly deviations in the P/L (Budget, Forecast, and Actual).

## **KPMG FORD RHODES & THORNTON- ACCOUNTS**

**ASSOCIATE -10/06/2011- 01/12/2012**

Involved in Audits – Finance Companies -Peoples Leasing Finance, TKS etc..Stassen Group, Lanka Milk foods (Pvt) Ltd.

Involved in Tax Assessments –Hayleys group of companies, Dankotuwa porcelain.

## Education

**BBA DEGREE FROM UNIVERSITY OF COLOMBO-**

Specialized in Accountancy

**G.C.E ADVANCED LEVEL- 2007 AUG**

Accounting- A, Business Studies-A, Economics- A, English-A

**G.C.E ORDINARY LEVEL- 2003**

6 A's and 3 B's

## Extra Curricular activities

Secretary of School Commerce Union in 2006.,Member of School Karate Team in 2002- 2004

Participated and won the 1st runner up in the 15 year girls Kumi the event at annual karate Do championship held in 2003.