**Nirmalee Hikkaduwa Liyanage**

* # 76/B/1, Moraketiya Road, Thumbowila, PiliyandalaPhone - +94-(0)719 7911199
* Email: [nirmalee2003@yahoo.com](mailto:nirmalee2003@yahoo.com) Date of Birth-24.01.1988 (26 years)

**OBJECTIVE:** Seeking a position as an Accounts Executive where extensive experience will be further developed and utilized.

**HIGHLIGHTS**

**-** Strong organization and analytical skills with an ability to handle multiple tasks simultaneously.

**-** Ability to communicate clearly, courteously and professionally over the phone.

**-** Proficient in use of Microsoft office applications for both word processing and accounting purposes.

**-** Exceptionally knowledgeable with clerical tasks and administrative functions in an office setting.

**-** Excellent communication skills including writing skills for financial reports.

**-** Demonstrated ability to probe, diagnose and resolve foreign agent issues.

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.

**EDUCATION**

* **Bachelor of Science in Business Administration** (Completed 1st Year only)

University of Sri Jayawardanapura

* **Chartered Accountancy-**(The Institute of Chartered Accountants of Sri Lanka)
* Foundation Level Completed 2007
* Intermediate Level Completed-2008
* Commercial & Corporate Law, Strategic Management Process and Completed

Advanced Taxation and Strategic Tax Planning in Strategic Level – I.

**WORK EXPERIENCE**

* **Commercial Sector**

***Senior Accounts Executive-*** **Worldwide Logistics Lanka (pvt) Ltd *(June 2012 - July 2013).***

* Prepared Financial Statements, Computation of Personal & Corporate Tax Liabilities
* Preparation of Tax Returns.
* Prepared company accounts and tax returns for audit.
* Prepared budgets, forecasts and plans for the Management.
* Prepared and analyzed monthly financial statements.
* Coordinated with foreign clients and carried out foreign banking activities.
* Coordinated monthly payroll functions.
* Ensured compliance with accounting deadlines.

***Accounts Clerk*** - **Hayleys Consumer (Pvt) Ltd *(February to May 2012)***

* Prepared daily, weekly and monthly Invoice summaries.
* Performed general office duties and administrative tasks.
* Provided telephone support.
* **Audit Sector**

***Canagey Wijeyeratne & Company – Traineer*** (***2008 August-2012 January)***

* Assisted company audits (Company and Bank) and involved in taxation activities
* Assisted with Company secretarial work (annual returns filling etc).

**COMPUTER & TECHNICAL SKILLS**

**-** Proficient in use of Microsoft Windows XP and Windows Vista.

**-** Proficient in use of Microsoft office applications (Word / Excel / PowerPoint).

**-** Basic application installation and setting up abilities.

**-** Basic computer hardware and troubleshooting skills.

Reference

* Mr. K. S. Canagasooriyam (BSc, FCA)-Partner

Canagey Wijeyeratne & Company,

No: 12, Palm Grove,

Colombo 03,

Sri Lanka.

Tel: 011-2575592

* **Mr. G. Mapitiya** (BSc, ACA, ACMA)-Lecture

Department of Accountancy,

University of Sri Jayawardanapura,

Gangodawila,

Nugegoda,

Sri Lanka.

*Tel: 071-2450765*