 J. Rismiya Fazil

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1104,Dalupitiya Road,

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**CAREER OBJECTIVES**

Seeking a challenging and innovative position to put in to productive use the knowledge acquired so far, for the benefit of the country in general and my employer in particular and in the process my knowledge skills.

**PERSONAL DETAILS**

Full name : Jeenathul Rismiya Fazil

Gender : Female

Nationality : Sri Lankan.

N.I.C. No : 917840938V

Birthday : 10.10.1991

**EDUCATION QUALIFICATIONS**

* + - * G.C.E (O/L) – December 2007, Index No – 70656843,Passed
* G.C.E (A/L) – August 2010, Index No – 4400879,Passed

Accounts (A)

Economics (A)

Business Studies (B)

English (B)

General test 73 marks

**PROFESSIONAL QUALIFICATIONS**

* Completed Final examination of Association of Accounting Technician of Sri Lanka. (AATSL)
* I have followed MS Office Course and Computerize Accounting (Tally and Quick Book) at ICET Computer Institute.

**WORKING EXPERIENCES**

* Worked as an Assistant Accountant at Nissico (Pvt.) Ltd

From 2010- April to 2014 February.

Salary preparing from FRP System.

Handling VAT/NBT AND STAMP DUTY and PAYEE Taxations.

Petty Cash Maintaining.

Maintaining Payment Vouchers.

Writing of checks and attending to all other works connected to accounts.

## OTHER QUALICATIONS/EXTRA ACTIVITIES

* Young Entrepreneurship Completing Junior achievement Company Program “Eagle eye JA YESL Company “as Finance Director.
* I have won Gold middle for Program of Coordinating Environmental of Member of Central Environmental Authority.
* Completed Muslim Dhaham School Final Certificate Examination.
* Ahadhiyyah Intermediate Certificate Examination at “The Ceylon Islamic Instructions Society Limited.”
* Member of School Netball Team.
* Member of Quiz Team.
* Member of Debit Team.

## OTHER SKILLS

* Language –Fluent writing and speaking Tamil/Sinhala/English.
* Announcer in the school media unit.
* Skill of working as a Team player.
* Dynamic & Self Motivated

I hereby acknowledge that the above information gives is correct to the best of my knowledge.

J. Rismiya Fazil

**NON Related Referees**

**K.A.A.P.Kannangara M.F.Munawara**

**Senior Accountant,** Secratery

Al Amana Steel Building Contractings(Pvt)Ltd Rifano Travells & Tours (Pvt)Ltd

10 ,Arunachalam Avenue,Horton Place, 25/1/1,Grandpass

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