**T. M. Thushari Praveena**

198/4,

Prison Quarters,

Baseline Road,

Colombo 09.

Sri Lanka.

[thushiamanda@gmail.com](mailto:thushiamanda@gmail.com)

Mobile: 077 5 229 903

OBJECTIVE

Combine my knowledge, skills and experience gathered over the years to become effective and efficient for the organization.

PERSONAL DETAILS

Date of Birth : 17/08/1988

Sex : Female

Civil Status : Single

Nationality : Sri Lankan

NIC No : 887301050V

PROFESSIONAL EXPERIENCE

**Accounts Assistant**

**Flexi Print (Pvt) Ltd**, Sri Lanka (Nov 2011- June 2014)

Responsibilities

Serve and assign the duty for preparing Bank Reconciliation, Invoice verifications, preparing credit & debit notes, Cash handling, Handling Accounts Receivables, preparing SVAT credit vouchers, summary and email format, preparing Cost of Sales Report, EPF & ETF, Managing Stock, payment & GRN.

**Accounts Executive**

**Essential International,** Sri Lanka (July 2014- Nov 2014)

Responsibilities

Serve and assign the duty for preparing bank reconciliation, Payments, Accounts Receivables, EPF & ETF, Cash Handling.

EDUCATIONAL QUALIFICATIONS

Studied at Ananda Mitriya College

GCE (O/L) : Year 2004 with 3 Distinctions, 5 Credits and 1 simple pass

GCE (A/L) : Chemistry S

Physics S

Biology S

EXTRA CURRICULAR ACTIVITIES

* Junior Prefect
* Senior Prefect
* A member of the school’s announce group
* A member of the school’s sports club

OTHER QUALIFICATIONS

1. Computer Literacy and Software handling ability

* MS Office Package (Word, Excel, Power Point, Outlook)
* Three year experience of SAGAE ACCPAC
* Zillion Cash Book
* Tally

1. I have followed “Samoda Sri Lanka National Programme” in Ministry of Human Resource Development, Education and Cultural affairs.
2. CIMA part qualifications.

REFERNCES

Gamini Samarasekara Finance Manager JF & I Packaging (Pvt) Ltd, No 321,

Kaduwela Road, Koswaththa, Thalangama.

011 2 789 069 / 077 7 570 988

B M S S Basnayaka Executive1/ Attorney at Law Sampath Bank PLC, No 110,

Sir James Peiris Mawatha,

Colombo 02

078 8 803 049

I hereby certify that all the above particulars are true and correct according to the best of my knowledge. In the event of my selection, I wish to render a positive contribution towards the position.

27.11.2014 Praveena

Date Signature