

## SASIKARAN SATHTHIYASEELAN

Nunavil west , Nunavil, chavakachcheri, Jaffna , Srilanka

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### OBJECTIVE:

To work at the post of an Accounting assistant and enhance my knowledge of accounting with practical experience

### EXPERIENCE SUMMARY:

- Efficiently managed every accounting tasks handled over by team supervisors and completed tasks to satisfaction
- Have knowledge on accounting practices and procedure
- Adept in using Oracle

### PROFESSIONAL EXPERIENCE:

#### QATAR ENGINEERING & CONSTRUCTION CO W.L.L - DOHA , QATAR

Accounts Assistant - July 2008 till date

##### Responsibilities:

- Receive invoices or bills from vendors, get them sanctioned and arrange for payments through cheques or bank transfers
- Handled accounts payable and accounts receivable
- Collect the necessary information and the source documents related to the financial transactions from the concerned people in the organization to update the financial statements Make entries of the financial transactions of the organization and get them checked from seniors
- File and maintain a record of various supporting documents sent and received by the organization for reconciliation purposes

#### ANANDHA SHOPPING COMPLEX – COLOMBO

Accounts Assistant - April 2006 till June 2008

##### Responsibilities:

- Cash handling, customer service, balance drawer and place orders for inventory.
- Manage other duties which involve opening and closing the registers, approving overrides, monitoring cash limits, making supervisory decisions, and ensuring quality customer service at all times.
- Total customers' purchases and accept payments.
- Verify customer identity for payments made through checks and credit cards.
- Count the amount of money at the beginning of each shift. Compare the sales data with the drawers content at the end of shifts.
- Total bill after deducting special discounts as applicable.
- Issue receipts to customers after the payments is done and return the change. Maintain the goods inventory beforehand.
- Manually mark the prices of items and restock shelves during slack periods

## **JANASHAKATHI INSURANCE- COLOMBO**

Collection Administrative Assistant - January 2005 till July 2005

### **Responsibilities:**

- To prepare payment notices and explanatory letters
- To initiate treatment action such as service disconnection and restoration
- Responsible for researching and locating new customers, doing settlements, negotiating on payment arrangements, depositing and guaranteeing
- To document and maintain accurate and pertinent information on customer accounts
- Resolving conflicts, investigation of disputed amounts or discrepancies
- Calculation and issuing of associated adjustments
- To work on delinquent accounts, billing queries, service requests, disputes, etc with internal departments and outside agencies like banks, trustees, credit card companies etc.
- Processing of payments and/or deposits on treatable accounts and reconciles accounts.

### **COMPUTER SKILLS:**

- Ability to work with accounting softwares like Oracle financials,
- Acquainted with Ms Word, MS Excel, spreadsheet, MS Outlook

### **EDUCATION :**

- Passed G.C.E. Advanced Level Examination (2004)
- Passed G.C.E. Ordinary Level Examination (2001)

### **LANGUAGES KNOWN:**

- English, Tamil, Singale

I hereby attest that the above information is true & correct according to the best of my knowledge.

Sasikaran Saththiyaseelan

Date:

Place: