

Contact Information

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tale.

Phone

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Date of birth

01-14-1995

Nationality

Sri Lankan

Link

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Skills

- Experience and familiarity with QuickBooks, or a similar accounting program is highly desired
 - Strong knowledge of internal controls principles
 - Good time management skills and the ability to prioritize
 - Excellent computer skills and proficient in excel, word, outlook, and access
 - Great analytical, critical thinking and problem-solving abilities
 - Good goal-setting, strategic planning and motivation skills
- Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
- Strong interpersonal and communication skills

Muthukumar Christy Sabeena

Project Accountant

Result-oriented, intelligent, organized, and motivated individual is seeking an available management position with reputed organization in an effort to utilize years of experience to fulfill the company's strategic requirements.



Experience

Kandy

February 2018 - Present

Project Accountant

Institute of Social Development

- Record all financial transactions in QuickBooks and ensures accurate book keeping with proper supporting documentation.
- Regularly monitors the project budget, informing the Chief of Party and other staff on the project burn rate and advising her/him on any necessary adjustments.
- Routinely prepare financial projections (including accrued and projected costs) with the project team in order to ensure that project expenses are in line with the budget and provide accurate forecasts.
- Review and monitor staff and partners' financial reporting and compliance. Provide additional technical assistance/training to staff and partners as necessary to maintain high standards of financial compliance.
- Adhere to the necessary accounting, documentation and reporting procedures required for the purchase of items based on purchases/procurement procedure, if any.
- Coordinate and consolidate the projection of monthly, quarterly and annual expenditures.
- Coordinate and organize special events.
- Provided key insightful strategic leadership to management of departmental operations.
- Organize team meetings and coordinate with departments of corporation to help with communication, team building and morale
- Maintain and update personnel files of all staff at the project, including all documentation as required in line with Concern HR Manual guidelines. Manage and record staffs annual leave roster and ensure all annual leave is used within the current year.

Education

Peradeniya Sri Lanka
2022

Pune India
2017

Master of Business Administration

University of Peradeniya Sri Lanka

Bachelor of Business Administration - International Business

University of Pune India

- Presented FAIR PLAY award (2016) - Sri Lankan Girls Soccer Team Captain.
- 2nd place at the University of Pune football match representing Sri Lanka team (2017)

Languages

French

Intermediate

Hindhi

Elementary

Sinhala

Advanced

Tamil

Advanced

English

Advanced

Certifications & Courses

- The Association of Accounting Technicians (AAT) - Finalist
 - Successfully completed the Arrow Work Readiness Workshop conducted by John Keells Group.
 - Certificate in Microsoft Office packages from Human Care International Matale.
 - Successfully completed Advanced Excel Course in E-Soft Matale.
 - Certificate in Basic Excel course from CACOE Pune India.
 - Women's Leadership Foundation Skills Certificate Course -IFWEA South Africa
- TCF French Certificate (B1), Alliance Francaise, San Francisco (2015)
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References



P. Muthulingam
Executive Director

Institute of Social Development Kandy - Sri Lanka

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Srilanka,

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