

Yani Dolage

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Personal Profile

I am studying for an MSc in business with finance management and following ACCA. I aim to pursue a challenging career with a reputed organisation where I can leverage my analytical skills, interpersonal ability, and experiences to succeed in a competitive environment and where hard work will be appreciated with scope for personal development through a learning experience.

SKILLS

Communication, Team Player, Meets Deadlines, Willing to Learn, Time Management, Presentation, Financial Reporting, Foreign Exchange, Computer Literacy, Self-Motivation, Accounting, SAP ERP, Work under pressure

WORK EXPERIENCE

Decode Stores UK Ltd • London • 01/2024 – 05/2024

Account Assistant Intern

- Streamlined Invoice Processing – AR & AP related
- Handling supplier queries & payment
- Clearing AR ledger & Debtor aging analysis
- Bank reconciliation – Monthly performance
- Cash Ledger allocation

Holiday Money Exchange • London • 06/2023 – 12/2024

Customer Service Assistant

- Customer Assistance
- Transaction Processing
- Cash handling

RR Donnelly • Colombo • 07/2021 – 10/2022

Senior Accounting Associate

- Streamlined Invoice Processing/ Billing Efficiency: Approximately 150 bulk invoices daily
- Improved Credit and Debit Note Handling: Approximately 40 credit notes & 25 debit notes daily
- Enhanced Customer Master File Management: creating customer accounts in ERP
- Bank Reconciliation Excellence: Monthly reconciliation
- Debtor Age Reporting: weekly reporting to the management
- Logistics Division Operations: operating finance process in the logistics division
- Team Training and Performance Review: Training Chennai and Colombo teams on the finance process of logistic division

SDSS Associates • Colombo 12/2019 – 07/2021**Tax Executive**

- Achieved 100% accuracy in tax liability computations: 20 large and 30 medium-company clients
- Streamlined tax payment processes: For all clients including the payroll payment process
- Achieved 100% on-time tax return submissions: every quarter and yearly
- Successfully negotiated with tax authorities: Inland revenue of Sri Lanka
- Enhanced client satisfaction: client's retention over 5 years
- Trained and mentored junior team members: on payroll processing and tax computation

Pricewaterhouse Coopers • Colombo • 06/2018 – 10/2019**Tax Associate**

- Accurate Statutory Tax Computations: 10 large companies and 25 personal tax
- Reviewed and computed statutory tax liabilities:
- Timely Tax Payments: Payroll, VAT payment and other
- Submission of Accurate Tax Reports:
- Client Advisory Services:
- Client Portfolio Growth:
- Bookkeeping: For an International company(Payroll and Bookkeeping through SAP)
- Payments/Expenses run to employees : weekly basis over 20 employees through Concur system

Peoples Bank Plc • Colombo • Internship • 09/2013 – 04/2014

- Efficient Accounts Recording and Reporting: Bank accounts opening and closing
- Successful Auditing and Compliance: Monthly auditing
- Western Union Accounts Management:
- Foreign Currency Exchange Expertise:
- Western Union and Telegraphic Transactions:
- Bank Account Management:
- Money Laundry/KYC Verification/Credit Check

EDUCATION

Northumbria University

Master of Science in Business with Finance Management

London • 05/2023 – Present

BPP University

Diploma in ACCA

Birmingham • 03/2015 – 09/2017

University Of Kelaniya

Bachelor of Commerce in Business & Finance Management

Sri Lanka • 08/2009 – 02/2015

GPA: 3.09

Visaka Girls College

Advanced Level in Commerce

Sri Lanka • 04/2006 – 12/2008

A – Economics /A –Business Studies /B –Accounting

AWARDS & SCHOLARSHIPS

Best Customer Excellence Award

RR Donnelly • 02/2022

VOLUNTEERING & LEADERSHIP

Kanoo - Dubai, UAE • 12/2021

Logistic Process Transition: Taking over the logistics' finance process to RRD and first team member to initiate and handle the whole process through ERP and train the team in regions of Dubai, Bahrain and KSA

PwC

ERP (SAP) / Concur System Training • Gurgaon, India • 02/2013 – 02/2013

SAP Training and Process Transition: Transition of client's system to SAP

REFERENCE

Reference will be provided upon request.

Yani Dolage Dona

