

Full Name

Address

Phone | Email

Objective:

Detail-oriented and qualified accountant seeking to leverage my financial expertise and analytical skills to support company growth and compliance.

Education:

- Bachelor's Degree in Accounting – [University Name] – [Year]
- Professional Qualification (CA Sri Lanka/ACCA/CIMA) – [Institute Name] – [Year]

Work Experience:

Accountant – [Company Name] | [Start Date] – Present

- Prepared financial statements and monthly reports
- Managed accounts payable/receivable
- Ensured compliance with tax regulations

Skills:

- Accounting software proficiency (QuickBooks, Tally, SAP)
- MS Excel advanced skills
- Budgeting and forecasting

Languages:

- Sinhala (Fluent), English (Fluent), Tamil (Basic)

References:

Available upon request.