

MINOLY PERERA

MBA HOLDER

London, United Kingdom

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OBJECTIVE

MBA holder with hands-on experience in different internal and external customer-based roles using high standard CRM system. In 2022, obtained CMI(UK) Membership (Level 7 qualification) and already holding the memberships of AAT and CBA- Certified Business Accountant Membership (ICASL) also. Have keen knowledge and more than 20 years of work experience under Japanese management in the field of Financial Accounting, Management, Tax and Auditing. Skilled at developing detailed financial reports and managing expenses, budgets, and costs to achieve organizational goals. Ability to gather, interpret, and analyze complex financial information in a clear and concise manner. Known to uphold standards of organization, exercising clerical acumen and customer service expertise while promoting teamwork and effective communication to develop productive relations with clients and co-workers. Role model as a payable Accountant for more than six years until Dec 2021 in a competitive and large scale environment.

EDUCATION

Academic

- MBA (UK) -2021/2022
- Post Graduate in Business and Finance (ICASL)-2014/2017

Professional

- AAT Member -2008
- CBA Member (ICASL)-2011
- CMI Member(Level 7 Qualification-UK)-2022
- Associate Member of IPFM(UK)-2016

KEY SKILLS

CRM system experience in large scale customer based group of companies.

Financial Reporting

Currently Working at WYKE Estate-ltd -Financial Officer Part Time Basis

Worked at Alban Wood School-Watford -Financial Administrator

Employed at John Cumming Ross Ltd-Chartered Accountants - Admin and Assistant Accountant(Handled Health Care sector Clients and NHS -20thAug2023-20thJan2024 (Maternity Cover) Peterborough Road Harrow,HA1 2AX.

Employed at Alam & Company Accountants Admin and Accounting Officer 6 Shepherds Bush Rd, London,W6 7PJ up to Aug 2023

Payroll Administrator-Vibrant Foods Ltd- Croxley Park, Watford. Jan-May 2023-Part time

Payroll Administrator-Mountsides Accountants Stanmore Jan-May 2023-Part time

Accounts Assistant • Sam's Chicken Limited, Harrow. May 2022-Dec-2022

Ledger maintenance and month-end closing.

Reconciliation of TB A/cs
Handling and Planning Taxes

Support Internal and External Audit
Resolving issues with various stake holders

Stores Handling and Credit Control

Revenue and Expenditure Analysis
Experienced AP process and controls

Cash Handling

Transaction Reconciliation

Invoice Management

VAT Computations and Returns

Proficiency in Microsoft Office - Excel

Working with CODA Financials,
Proficiency in Oracle ERP and experience with QuickBooks and SAGE 50 Payroll.

Currently familiarizing with Xero Accounting software at Guardians Training UK. 12-14 Whitfield St, London. W1T 2RF

Sri Lanka

May 2015 - December 2021

Accountant • Sri Lanka Telecom PLC-Head Quarters, Colombo - Sri Lanka

May 2011 - April 2015

Assistant Accountant • Sri Lanka Telecom PLC-Central Province

January 2003 - Apr-2011

Accounting Officer • Sri Lanka Telecom PLC-Head Quarters

- Headed the Operations Expenditure section/Accounts Payable(from 2015 May-2021 Dec) (Specialized for Service sector and purchase ledger)
- Experienced the ERP environment through Oracle ERP System in managerial level and provide Financial information for Management decisions.
- Maintained FA Register and calculation of Depreciation and Deferred Tax.
- Worked-out Tax computations and prepared VAT, WHT, Income Tax returns.
- Reported to Regional Head of Central Province with all relevant financial information(2011-May to 2015-Apr)
- Streamlined smooth running of business operations by providing management information for decision making, providing monthly reports for meet the month end deadlines. daily estimated cash-flow requirements for payments. Making adequate provisions for monthly and quarterly accounts to comply with audit requirements
- Monitoring and reporting Budgeted and Actual variances MoM.
- Formulated and implemented fun team building activities to motivate staff for meeting organizational revenue targets. Involved in Marketing and Sales Promotions of the Business.