**CURRICULUM VITAE**

S.Shameera Premasiri

No: 51/2, Jaya Mawatha,

Hedigama,

Piliyandala.

[Tel: 00947](Tel:0094723829938)70769282/00944559167

E-Mail:***shameera.premasiri@gmail.com***

***CAREER OBJECTIVE***

To serve and established organization in a challenging by utilizing business experience and a strong supervisory and communication skills to work towards on time successful completion task ,whilst adapting to the company to build a sustainable long relationship.

***CAREER HISTORY***

Currently I am working as an Account Assistant at **SWITZ LANKA (PVT) LTD** Since 1st August 2011,Up to date. My duties are mentioned below.

* Preparation Payment Vouchers
* Posting of Payment voucher to the system
* Preparation of Suppliers fund Transfer.
* Updating of Cheques to be issued list.
* Filing Payment vouchers ,Funds Transfer Letters & Suppliers Documents.
* Coordination with farm regarding farm Advance Funds Transfer.
* Filling monthly EPF & ETF.
* Checking farm salary with attendance sheets.
* Checking Employee EPF number when filling.
* Checking Stores salary with attendance sheets
* Preparing various management reports.
* Using **“PENIGON**” accounting package.
* Handling the all suppliers

I Have worked as an Account Assistant at **NETWORK INFORMATION TECHNOLOGIES (PVT) LTD** Since 1st July2009 to 28th July 2011.

* Recording financial transactions & preparing financial statements.
* Controlling inventory & cash forecast.
* Analyses of income expenditure & other relevant data.
* Preparation of salaries & wages , EPF/ETF.
* Evaluation hardware & software .
* Security reviews.
* Using data bases, spared sheets, word processing systems.
* Using **“Quick Book”** accounting package/presentation packages.
* Handling customers, suppliers.

I have worked as an Account Assistant at **FINGARA TOWN & COUNTRY CLUB (PVT) LTD** SinceAugust 2008 to February 2009.

* Recording financial transactions including cash book , petty cash book .etc
* Preparing financial statement & similar reports.
* Preparing daily sales reports.

***OTHER QUALIFICATION***

* I am following **AAT Intermediate** level at **IAS Institute** Pamankada.
* Successfully completed English Course conducted by CENTRAL COLLEGE .
* Competency in Microsoft office & Excellent knowledge in **Quick Book.**

**Passed the G.C.E. Advance Level Examination in 2008**

***ACADAMIC QUALIFICATION***

***Subject*** ***Grade***

Accounting C

Business Studies C

Economics C

General English S

**Passed the G.C.E. (O/L) Examination 2005**

***Subject*** ***Grade***

Buddhism A

Sinhala A

Mathematics C

English C

Social Studies C

Health C

Art & Craft C

Dancing C

Science & Technology S

***EXTRA CURRICULUM ACTIVITIES***

* Was a member of School Scout Association.
* Was a member of School Dancing Group.
* Was a member school Cadet Association.
* Was a member of School English Literary Association.

***PERSONAL DETAILS***

Full Name : Singakkarage Shameera Premasiri.

Date of Birth : 02nd February 1989

Gender : Male

Civil Status : Single

Nationality : Sri Lankan

Religion : Buddhist

N.I.C No : 890330118V

Passport No : N2474111

School attended : Central College Piliyandala.

***NON-RELATED REFEREES***

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Mr. C.R. De Mel, Mrs. N. Kahaduwa,

**Chief Executive Officer**, **Regional Manager,**

Sri Lanka Press Institute, Sri Lanka Telecom,

No:96, Kirula Road, Rathmalana.

Colombo 05. Tel : 0094714767403

Tel : 009411 5333008

009471 2755500

I do hereby certify that the above details are true and correct to the best of my knowledge

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Date Signature