



Gayathri Yogarajah

Accounts executive

Dedicated and detail-oriented Account Executive with 8 years of experience in managing financial operations, including invoicing, payments processing, bank reconciliation, and tax compliance. Proficient in handling accounts payable/receivable, debt management, and audit preparation. Known for strong organizational skills, accuracy, and the ability to meet deadlines. Skilled in using accounting software to streamline financial processes and ensure compliance with regulatory standards. Eager to contribute my expertise to support the financial success of a dynamic organization.

Personal Info

0767675693
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174, Matagoda Road,
Hendala, Wattala, 11300, Sri
Lanka

ID Number
946760994V

Nationality
Sri Lankan

Date of birth
24.06.1994

Skills

- ☐ Teamwork
- ☐ Account Management
- ☐ Time Management
- ☐ Attention to Detail & Accuracy
- ☐ Problem-Solving
- ☐ Communication Skills
- ☐ Multitasking & Prioritization
- ☐ Communication Skills

Languages

- ☐ Tamil
- ☐ English
- ☐ Sinhalese

Work Experience

Audit Executive - Managed Service, Aegis Lanka Pvt Ltd, 135, Union Place, Colombo 02

January 2014 - June 2014

Accounts Assistant, Akai Fasteners (Pvt) Ltd, 567,569, Sri Sangaraja M.W, Colombo 10

June 2014 - May 2016

Account Executive, Veepee Aasan Solutions Lanka (Pvt) Ltd, Peliyagoda

May 2016 - August 2022

- Sending Quotations
- Customer Invoicing and system updating
- Petty Cash Handling
- Payments Handling
- Deposits and collections
- All payments vouchers /Receipts/Bills entering to system
- Debtors calling and updating the collections
- SVAT Handling
- Quarterly VAT output schedule preparing and document arranging
- Stock Taking
- Preparing documents for auditing
- Preparing Import bills
- Bank Reconciliation
- Delivery arranging
- Daily reports sending

Education

Ramanathan Hindu Ladies College (GCE O/L)

2010

Ramanathan Hindu Ladies College (GCE A/L)

2013

1. Accounting. - B
2. Business Studies. - C
3. Economics. - C
4. English. - C
5. General Common Test -50
6. Information technology. - C

International Computer driving Licence - Distinction

Diploma in office Applications - Distinction

Diploma in computerised accounting packages - Distinction

Certificate in Tally - Distinction

Advance diploma in graphic designing - Distinction

References

S.Thanushan - BEng in Software Engineering , Senior Software Engineer and Team lead at InnoData
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