

# ASHEENI BOTEJU

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My goal is to be employed in a company that seeks skilled professionals with potential for growth and advancement. I would strive to contribute to the growth of the company

## EXPERIENCE

**MARCH 2018 – PRESENT**

**CUSTOMER SERVICE EXECUTIVE**, P.G.C. MARKETING (PVT) LTD.

MAINTAINING AN ONLINE CUSTOMER BASE

LIASING WITH CUSTOMERS AND ARRANGING DELIVERY OF GOODS

REVIEWING IMPORT SUPPLIER WEBSITES

**OCTOBER 2005 – OCTOBER 2016**

**ACCOUNTANT**, THE NUWARA ELIYA HOTELS CO. PLC.

The main responsibilities are reporting of monthly, year end accounts & Annual Report preparation.

Preparation of Annual Forecast. Attending and participating in Management / Executive Meetings.

Strategic planning and prioritisation of tasks. Supporting internal and external audits.

Cash flow & Treasury Management, liaising with Banking officials, stock brokers

Checking on Purchase orders, vendor quotations & liaising with vendors. Checking the Accounts

payable. Monthly stock counts – food, beverage & general. Team working, Communicating &

Coordinating with Hotel Staff. Follow-up on queries and Statutory Compliance.

Managing Bookings, planning round-tours and communicating with guests.

**JULY 2004 – SEPTEMBER 2005**

**ACCOUNTANT / FINANCIAL ANALYST**, EQUITY INVESTMENTS LTD.

The main tasks adhered to include preparation of monthly & year end accounts

Budgeting – Preparation of Budgets and implementation of budgetary controls. Variance Reports –

Variance analysis & Reporting. Treasury & Stock Market Evaluation – liaising with financial institutions

**APRIL 2002 – JULY 2004**

**ACCOUNTS EXECUTIVE**, NILAVELI BEACH HOTELS LTD.

## COMPUTER LITERACY

Currently working in a computerised environment and accounting packages Microsoft Dynamics NAV ACCPAC & MYOB.

## EDUCATION

APRIL 2009

**ASSOCIATE MEMBERSHIP**, THE CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS – U.K

### DIPLOMA IN MS OFFICE

2016

**IELTS**, ENGLISH LANGUAGE PROFICIENCY

Listening 8.5 – Speaking 8 – Reading 7 – Writing 7

1995

**GCE ADVANCED LEVEL**, METHODIST COLLEGE, COLOMBO

Zoology – C, Botany – C, Chemistry – P, Physics - P

1992

**GCE ORDINARY LEVEL**, METHODIST COLLEGE, COLOMBO

Religion – D, English – D, Sinhala – C, Science – C, Music – D, Commerce – D, Mathematics - D

## SKILLS

- Efficient
- Innovative
- Team Leader
- Relationship Focused

## ACTIVITIES

A travel enthusiast, loves music and reading books. Involved in Church activities, mainly in the Choir.

## REFERENCES

1. Mr. Gerard Ondaatjie – Managing Director TheNuwaraEliya Hotels Co.Plc, Mercantile Investments & Finance Plc. Sri Lanka

236, Galle Road, Colombo 3, Sri Lanka. Phone: +9411 2434567 (Direct) email : jobs@mi.com.lk

2. Mr. HilalPeiris – CEO Equity Investments Ltd. Sri Lanka

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