

# Asheeni Boteju Gomes ACMA

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## *Curriculum Vitae*

<b>Objective</b>	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. .
<b>Professional Qualifications</b>	Associate Member of the Chartered Institute of Management Accountants (ACMA -UK) – <i>since April 2009</i>
<b>Computer Literacy</b>	Diploma In MS Office  Currently working in a computerised environment <b>MS Excel, MS Word</b> and accounting packages <b>ACCPAC &amp; MYOB</b> . Professional experience in writing management reports, performance reports and drawing charts.
<b>Literacy</b> English	Fully proficient in speaking, reading and writing. <b>IELTS</b> – Listening 8.5 / Reading 7 / Writing 7 / Speaking 8
<b>Experience</b>	<b><u>2005 October – 2016 October The Nuwara Eliya Hotels Co Plc.</u> – Accountant Head Office, Colombo</b>  Accounting – Analysis & Reporting of Monthly & Year end Accounts Annual Report preparation  Annual Report – Preparation of reports, analysis & proof reading  Bank reconciliations  Preparation of Payroll  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

Variance analysis & reports

Follow-up on queries and Statutory Compliance

**2004 July – 2005 September Equity Investments Ltd. – Accountant & Financial Analyst. Colombo**  
(Equity Investments Ltd. is an associate company of Commercial Bank of Ceylon Plc.)

Accounting – 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

**2002 April – 2004 July Nilaveli Beach Hotels Ltd. – Executive Accounts. Colombo**  
(Nilaveli Beach Hotels Ltd. is a wholly owned subsidiary of Mercantile Investments & Finance Plc. Colombo)

Preparation of the Payroll

Preparation of the Cash Book

Taxation – Checking VAT, Income Tax, & PAYE

**College Education**

Methodist College, Colombo Sri Lanka.

G.C.E. Ordinary Level – English - *Distinction (A)*  
- Mathematics - *Distinction (A)*  
- Accounts & Commerce - *Distinction (A)*

G.C.E Advanced Level – Bio Science – *Credit Pass*

**Extra Activities**

Committee member of the Science Association.

Member of the Girl Guide Association & Brownies

Participated in College Debates & Dramas.

**Name in Full** W. Asheeni Deepika Shenali Gomes (nee Boteju)

**Civil Status / Sex** Married /Female

**Date of Birth** 22<sup>nd</sup> Oct 1976

**Referees**

1. Mr. Gerard Ondaatjie – *Managing Director The Nuwara Eliya Hotels Co.Plc, Mercantile Investments & Finance Plc. Sri Lanka*  
236, Galle Road, Colombo 3, Sri Lanka. Phone: 009411 2434567 (Direct)
  
2. Mr. Hilal Peiris – CEO *Equity Investments Ltd. Sri Lanka*  
108, Maya Avenue, Colombo 6, Sri Lanka. Phone: 009411 2507606