

APSARA WIJESINGHE

504, Era Building, Burjman Exit2, Dubai | UAE: +971-526800308 |

apsara363wijesinghe@gmail.com | Employment Visa (UAE)



Professional Summary

Detail-oriented and dedicated Accountant/Auditor with over **2.5 years of UAE experience & total 8 Years of experience** in financial reporting, auditing, and taxation. Adept at managing full-cycle accounting functions, reconciling accounts, coordinating with tax authorities, and producing accurate financial statements. Known for strong interpersonal skills, high integrity, and a deep commitment to process improvement.

Core Competencies

- Financial Reporting & Analysis
- Taxation (VAT/Corporate Tax)
- Internal & External Auditing
- AP/AR Management & Purchasing
- Bank & GL Reconciliations
- Oracle, Sage50, QuickBooks, Tally, Zoho
- MS Office Suite (Advance Excel, Word, PowerPoint)
- Time & Team Management

Professional Experience

Accountant | GSM Medical Center LLC, UAE | Nov 2022 – Present

- Prepare monthly and annual financial statements and management reports
- Perform GL reconciliations and ensure compliance with internal controls
- Coordinate VAT filings and liaise with local tax authorities
- Support budgeting, forecasting, and ad hoc financial analysis
- Handling AR, AP & Purchasing Functions

Accountant | Jayasinghe Contractors, Sri Lanka | Mar 2021 – Oct 2022

- Oversaw daily accounting operations including AP/AR and bank reconciliations
- Prepared statutory reports and audit schedules
- Coordinate VAT filings and liaise with local tax authorities
- Handled payroll and vendor payment cycles

Accounts Assistant | Bread Talk Sri Lanka (FoodBuzz Pvt Ltd) | Dec 2018 – Mar 2021

- Assisted in tax filings, bank reconciliations, and expense tracking
- Collaborated with auditors during financial audits
- Supported month-end closing and journal entries
- Handling AR, AP Functions

Internal Audit Trainee | Bank of Ceylon, Sri Lanka | Oct 2017 – Dec 2018

- Participated in internal audits, risk assessments, and compliance reviews
- Prepared audit reports and supported fraud investigations

Education

B.Sc. Accounting (Special) | University of Sri Jayawardenepura, Sri Lanka | 2016 – 2019

G.C.E. Advanced Level (Commerce) | Ku/Maliyadeva Adarsha Maha Vidyalaya | 2006 – 2013

Professional Qualifications

- Chartered Accounting (ICASL) – Strategic Level (In Progress)
- Completed: Corporate, Business, Executive Levels
- Association of Accounting Technicians (AAT – Sri Lanka) – 2014

Personal Details

- Full Name: Wijesinghe Arachchige Don Apsara Udayangani Wijesinghe
- Date of Birth: 10 April 1995 | Age: 30
- Nationality: Sri Lankan
- Gender: Female
- Visa: Employment Visa – UAE
- Passport No: N8892731
- Marital Status: Single