

DINU DE SILVA
2985 N OREGON STREET
CHANDLER AZ 85225
dinude@icloud.com
(424) 381 7198

CAREER OVERVIEW

- Over 14 years' experience in Administration and diverse knowledge in Accounting, Finance, Payroll. Skilled in managing multiple projects independently in a fast-paced environment with excellent analytical communicational and problem-solving.

COMPUTER LITERACY

- QB accounting, Software SAP, Oracle, Jonas Digio, JDE, Grate Plains.

PERSONAL ATTRIBUTES

- Adaptable and Flexible, able to adjust to any environment
- Build rapport with others from all backgrounds and walks of life
- Enthusiastic and positive with a strong drive for results
- Ethical and fair-minded team player
- Hardworking, reliable with the ability to meet deadlines
- Quick Learner who enjoyed developing new skills

PROFESSIONAL EXPERIENCE

08/13/2017 Years to Date - Snr Disbursement Analyst

Xerox Corporation, A UTC Service Provider, Tempe AZ

- Manage the entire process of Disbursements for CARRIER & OTIS Business Unites under United Technologies Corporation
- Initiating daily Proforma, Intercompany and Check Runs, handling and processing all manual Checks, Wire payments, ACH Payments, Foreign Payments, Certified Checks, and Audits.
- Creating and setting up Banking Templates in JPM for Business units
- Handling over 25 multiple Proforma payments (Manual processing) per day.
- Processing system voids for Proforma and Checks
- Create DCN's for individual payments and setting up payments in the vendor master

- Mange, maintain internal Spreadsheets and Audits

10/05/2011 to 01/30/2016 - Snr. Administrator and Accounting Specialist

Sheraton Grand Doha Resort and Convention Hotel (Doha State of Qatar)

- Assistance to the Property Operations Department in all aspect of running the hotel
- Full Cycle Accounts payable, staff payroll and overtime process
- Monitor Vendors, Purchases, Indent, Payable of Suppliers, etc.

12/01/2008 to 08/18/2011- Branch Manager- TW Finance Qatar LLC (Partners with Mashriq Bank)

- Managed overall functions including disbursements, daily and weekly payment runs, daily balancing of cash and bank transactions.
- Manage all international finance partners locally / overseas
- Analyzed market conditions to develop sales in commercial or academic environments.
- Complied with the company business functions
- Managed financing and branch cash flow
- Monthly & Yearly financial budgets
- Develop and improve market programs
- Maintain & coordination with the International Sales team
- Assisted in Business development programs to GCC branches
- Strong ability to acquire, analyze and Manage the information
- Established the best Customer service strategies to retain existing clients.
- Set targets to the sales team and helping with achieving the same
- Established the company products on a different segment

EDUCATION AND TRAINING

- Completed BA at Royal London School of Higher Education
- Diploma in Business Management and Finance- Bankers Institute & Marketing

- Diploma in Accounting & Account Management- The British Business School
- G. C. E. Advanced Level, Final Year completed
- Successfully completed the Final year examination at Royal London School.
-

PROFICIENCY & GUIDANCE

TW Finance - (Training held in Thailand / Hong Kong) Accounting a and patrol.

International Financing and business capacities