



VIRTUAL ACCOUNTANT



No 38, 10th Cross Street
Isuru Uyana, Kotugoda
Sri Lanka
11380



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Ishara.silva99@insonlinesolutions.com



www.insonlinesolutions.com

My main goal is to grant a Best Quality Bookkeeping, Property Management and Virtual Assistance Services for many companies around the world businesses and help them to achieve their success goal with happiness.

ISHARA SILVA

WORKING EXPERIENCE

2012 –Present

Founder/Accountant – I & S Online Solutions (Pvt) Ltd

Lead/Supervise company business progress, manage day to day business activities and finances. Managing Financial Services – Virtual Assistance and Book keeping Services via Online Platform Leading a Team/Freelancers of Expert Virtual Assistants

2013–Present

Accountant – Bolega LLC – Florida, USA

Familiar with creating Cash flows using operating Agreements/HUD/ Closing Statements + Maintaining Rent Income on Properties + Reconciling Expenses + Taxes and Finally up to the Interest /Principal disbursements to investors.

2017 – Present

Account Manager – Christian Chernock Properties – TX, USA.

Property management with propertyware system, accounting /bookkeeping for Taxes and generate reports for financial needs. 1099-misc tax filling , Administrative tasks

2015– Present

Bookkeeper – Be Social Change – New York, USA.

References

Name : Benjamin Figgie

Real Estate Investor

Address : PO BOX 11089

Fort Lauderdale

Florida – 33339

Phone : +1 – 9545603830

Name : Omar Garcia

Real Estate Investor

Address : Tampa, Florida

33634

Phone – +1 813 735 7650

Email – omar.garcia@usreis.com

SKILLS

QuickBooks– Bookkeeping, Accounting

Xero– Bookkeeping, Accounting

Propertyware – Property Management, Real Estate

Appfolio – Property Management, Real Estate

Microsoft Applications / Google Drive applications

Buildium – Property Management

EDUCATION

MBA – Master of Business Administration (Reading)
University of Wales Saint Trinity David – UK

BACHELOR’S DEGREE IN SCIENCE
THE OPEN UNIVERSITY OF SRI LANKA
2004 – 2005

DIPLOMA IN ENGLISH – LONDON BUSINESS SCHOOL (PVT) LTD
DEC 2002– MAY 2003

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA
FOUNDATION –JULY 2008

G.C.E (ADVANCED LEVEL) – 2002
GOOD SHEPHERD CONVENT– COLOMBO–13
CREDIT – BIOLOGY
CREDIT – CHEMISTRY
CREDIT – PHYSICS
MERIT – ENGLISH

G.C.E (ORDINARY LEVEL) – 1999
GOOD SHEPHERD CONVENT– COLOMBO–13
DISTICTION’s – ALL SUBJECTS

