

# Hirushi Liyanage

## MIS - ASSISTANT

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📍 Meegahakumbura,Bulathsinhala

### Profile

I am passionate with the IT and Accounting fields, seeking to enhance my expertise and skills through meaningful experiences. Committed to collaborating effectively within a team. I aim to make significant contributions to the development and success of the organization.

### Skills

ERP-SAP by design	● ● ● ● ●
MS Power BI	● ● ● ● ●
MS Office Proficiency	● ● ● ● ●
QuickBooks	● ● ● ● ●
Project Management Information System	● ● ● ● ●
Communication and Presentation Skills	● ● ● ● ●

### Professional Experience

#### MIS-ASSISTANT

Bondville Pvt Ltd

2024/03 – present | Horana

- Utilized ERP systems to streamline operations and enhance efficiency in project management.
- leveraged Power BI for data visualization and insightful reporting to drive strategic decisions.
- Managed multiple projects effectively using MS Project and Jira for agile collaboration.

#### PURCHASING ASSISTANT

Bondville Pvt Ltd

2021/03 – 2022/04 | Horana

- Proficient in SAP byDesign, ensuring seamless purchase order creation for efficient procurement processes.
- Skilled in report creation to facilitate data-driven decision making and enhance operational transparency.
- Expertise in maintaining comprehensive documentation, supporting compliance and audit readiness.

### Education

#### BACHELOR OF BUSINESS MANAGEMENT HONORS IN ACCOUNTING INFORMATION SYSTEMS

University of Kelaniya

#### WEBDESIGNING FOR BEGGINERS

University of Moratuwa 2024

- Fundamental web designing skills.

#### PYTHON FOR BEGINNERS

University of Moratuwa 2024

- Acquire foundational skills in Python programming.
- Gain practical experience through hands on coding projects

#### GCE ADVANCED LEVEL

Taxila Central College - horana

### EXTRA-CURRICULAR ACTIVITIES

#### AISSA-ACCOUNTING INFORMATION SYSTEMs STUDENT ASSOCIATION

2023/01 – present

Active member of AISSA

#### SPOTLIGHT-2022

Sports and entertainment avenue - The Roctract club of university of Kelaniya

2022/12

Contributed as finance coordinator