C H A M I L A K O D I K A R A



Assistant Finance Manager with 20+ year of experience and a track record of success in financial Reports, and budgeting. Proficient in ERP systems and advanced Excel with the ability to generate reports for senior leadership teams. Responsible for monthly P&L reporting , AR Receivable , AR Payable and budget preparation.

 Doha, Qatar  kodikarachamila92@gmail.com +974 302 14246

 https://[www.linkedin.com/in/ chamilakodikara](http://www.linkedin.com/in/tharindufernando/) /

# **WORK EXPERIENCE**

**ASSISTANT MANAGER - FINANCE**

**ASSETLINE FINANCE LTD – SRI LANKA - APRIL 2020 – JUNE 2023**

* Preparation of Financial Statements, Budgets, Management Accounts/ Information and handled Finance Operations
* Supervising Company Fixed Asset Register and Providing Information For Financial Reporting. Automation

of Fixed Asset System for Purchasing and Hand Handling of Capital Assets of The Company, Preparation of

Capital Budgets and Handling All Insurances Other Than Employee Related

* Providing Training to Staff Members Regarding Financial Process.
* Training Branch Cashiers, Monitoring All Cash Collections and Related Branch Operation from Finance Division

**SENIOR EXECUTIVE - FINANCE**

**ASSETLINE LEASING COMPANY LTD - – SRI LANKA -JULY 2014 – MARCH 2020**

* Preparation Monthly Accounts & Branch Wise P & L
* Monitoring Head Office Petty Cashiering
* Supervising Company Fixed Assets Register
* Payment Authorization
* Supervising Bank Reconciliation
* Supervising Cash Collection Centre Operation
* Liaise With The External Auditors
* Preparing Tax Invoice & Balance Confirmation
* Deal With Branch Operations
* Provide Information to Regulators, Management
* Preparation And Reporting of Compliance Requirements to Central Bank of Sri Lanka Under the
* Supervision of Company Head of Compliance

**SENIOR EXECUTIVE – FINANCE**

**LISVIN INVESTMENTS LIMITED - – SRI LANKA - AUG 2011 - JUN 2014**

* Preparing Monthly Profits And Loss Accounts
* Finalizing Final Accounts (Monthly & Annually)
* Verifying Tax Calculations & Payments Such As Financial Vat, W.H.T., Payee Etc
* Preparing All Central Bank Reports & Data Entering To Central Bank System
* Liaise With Banks
* Liaise With External Auditors
* Supervising Cashier Function & Cashier Reports

**ACCOUNTS EXECUTIVE**

**BOGAWANTHALAWA TEA ESTATE PLC - – SRI LANKA- JANUARY 2008 - JUL 2011**

* Preparing Monthly Forecasting Profits And Loss Account
* Preparing Progress Reports (Daily & Monthly)
* Finalizing Final Accounts (Monthly & Annually)
* Handling Lodgments
* Verifying Tax Calculations & Payment Such As W.H.T, Vat And Payee Etc.
* Coordinate With Company’s Internal And External Auditors

**ACCOUNTANTS ASSISTANT**

**CAPITAL MALL LIMITED - SRI LANKA - SEPTEMBER 2002 - JUNE 2007**

* Petty Cash & Banking Accounts Reconciliations
* Debtors & Creditors Handling
* Management Accounts & Budget
* Payments & Receipts Delivery & Invoicing Purchasing
* GRN & Bill Settlements.
* Stock Taking & Valuations
* Tax, EPF, ETF & Other Regulatory Payments

# **EDUCATION & PROFESSIONAL**

* Master of Business Administration (Finance ) - University of Bedfordshire – UK 2020
* Business Level II - The Chartered Institute of Sri Lanka – SL 2004
* GCE ( A/L ) Accounting & Commerce - Ananda Balika Maha Vidyalaya – SL 2000

# **REFERENCES**

Mr. Tharindu Fernando

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Assetline Finance Ltd

Sri Lanka

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