

Tharangani Jayatissa (B.com Special degree)

(Second Class Upper),

CO' T.U. Siriwansha, Old Wewing Rd, Pohaddaramulla West, Wadduwa | ☎ 071-7653508

atjayatissa@gmail.com

Assistant Accountant –CITY HOUSING & REAL ESTATE PLC

Profile

A dynamic and committed individual with an excellent track record of over **two years** of experience in Financial Accounting, Auditing, Financial Reporting at **LAUGFS Lubricant (Private) Limited** and currently holding the position of **Accounts Executive** at **CITY HOUSING & REAL ESTATE PLC** in Sri Lanka.

I am seeking a challenging career in the field of Accounting, Finance and Auditing to achieve greater success through delivering optimum contribution for working organization and improve my career life by exercising my skills & knowledge in a dynamic & challengeable working environment.

Overall Core competencies include:

- Experience in SAP Finance module.
- Excellent interpersonal skills and the ability to communicate concisely and accurately.
- Ability to work as a team towards achievement of a common goal.
- Ability to work under pressure environment & achieve targets.

Career Profile

CITY HOUSING & REAL ESTATE PLC

May 2015 to Present

Assistant Accountant

- Monitoring all accounting process & Preparing Monthly, Quarterly Management Accounts.
- Handling Audit
- Preparing salary of Site Workers'
- Preparation of bank reconciliation

LAUGFS Lubricant (Private) Limited, Sri Lanka

April 2013 to May 2015

Accounts Executive

- Production of monthly financial & management reports, analysis and interpretations.
- Handling internal and external Audit procedures.
- Handling negotiations with tax authorities and other local authorities.
- Perform VAT, NBT, ESC, SVAT tax calculations.
- Handling corporate debtors while coordinating with the Marketing Division.
- Preparation of bank reconciliation using SAP system.
- Calculation Commission & discounts.
- Handling Petty cash.
- GL posting
- Customer receipts Handling & Vendor payments handling

Professional & Academic Qualifications

B.Com Special Degree in University of Sri Jayewardenepura.

Completed the Degree in B.Com Degree (Special) with a **Second Class Upper** from the University of Sri Jayewardenepura Sri Lanka (Feb 2014).

CAB II – CA Sri Lanka

Successfully completed CAB II examination of Institute of Chartered Accountants of Sri Lanka (ICASL)

General Certification of Education

Advance Level – August 2008

Accounting (A) Economics (A) Business Studies (B) Business English (S)

Ordinary Level – December 2004

3 A'S 2B's 4 C's including English (B), Science (C) and Mathematics(C)

Extra-Curricular Activities

- Committee member of the Commerce Society (2006/2007)
- Junior Prefect (2009)
- Treasure of the Buddhist Association in School.

Technical Skills

- Extensive experience in working with ERPs and Accounting Systems such as **SAP**, Tally & Inbank and QB
 - Hands on experience in using Microsoft Office Packages
 - Having excellent presentation skills and fairly experienced in presenting in front of different forums and audiences (University, School).
 - Successfully completed certificate course of English conduct by University of Sabaragamuwa.
-

Interest

- Reading
- Making handworks

Personal Information

Name in full : Alankarage Tharangani Jayatissa
Name with Initials : Jayatissa A.T.
Date of birth : 15 Sep 1988
Gender : Female
Languages : Excellent reading, writing and speaking ability in English & Sinhala.
National ID No : 887592691V
Religion : Buddhism
Civil Status : Single
Nationality : Sinhalese

Referrals

W.Yasas Kantha Witharana	Janith Perera
Finance Director	Finance Manager
CITY HOUSING & REAL ESTATE PLC	LAUGFS Lubricant Limited
15/1, Bethesda Place,	14 R A De Mel Mawatha, Colombo 04
Colombo 05	Sri Lanka.
Mobile:0777530037	Mobile :0779586233
Email: yasaskv@yahoo.com	Email: janith.perera@laugfs.lk

I certify that to the best of my knowledge and belief the information given above are true, correct and describes the qualifications and experiences gained.

Signature
(Tharangani Jayatissa)

Date