

CURRICULUM VITAE



PERSONAL PROFILE

A hardworking, self-motivated and responsible individual who enjoys meeting challenges and seeing them through successfully while remaining confident and good-humoured under pressure. A problem-solver with the ability to adapt well to new situations and to work as an effective team member.

CAREER OBJECTIVES

As a determined professional and practitioner in the fields of Finance & Management, I would like to apply my knowledge & skills towards the achievement of the strategic goals of the organization and add value to the operations of the organization under every possible opportunity.

PROFILE SUMMARY

NAME : Manoj Nadeeka
AGE : 30 years old
PROFICINAL QULICATION: BSc Business Administrations (J'pura-Final)
Intermediate Level (AAT Sri Lanka)
WORK EXPERIENCE : Over 11 years
RESIDENCIAL PLACE : Yakkala, Gampaha District-Sri Lanka

PERSONAL DETAILS

Name in full : Imbulana Appuhamilage Manoj Nadeeka Sarathchandra
Address : No. 203/30/3, Kimbulgoda, Yakkala.
Email : manojrome@yahoo.com
Contact No. : +94774300140, +94776939810
Date of Birth : 29th January 1985
Sex : Male
Nationality : Sri Lankan/ Sinhalese
Civil Status : Bachelor

EMPLOYMENT RECORDS

1.1 **Company :** Koshiba Investments Limited.,
No.367, 26th Mile Post, Kandy Road, Nittambuwa.
Nature of Company : Incorporated public Company providing leasing
and financial services in Sri Lanka.
Position : Accountant
Period : From August 2014 up to Date

- 1.2 **Company** : Koshiba Leasing Company LTD.,
No.367, 26th Mile Post, Kandy Road, Nittambuwa.
- Nature of Company** : Incorporated public Company providing leasing and financial services in Sri Lanka.
- Position** : **Assistant Accountant**
- Period** : From November 2007 up August 2014.

Duties & Responsibilities

Responsible for handling of all accounting functions such as

- Coordinating with Central Bank
- Financial Reporting
- Fund Management & Budgeting.
- Monitoring of customer accounts and Recoveries
- Handling of Payments.
- Staff Salaries.
- EPF/ETF/VAT/NBT/Tax Maters.... etc.
- Bank accounts handling
- All the reconciliation works such as bank accounts, head office and branches control accounts, customer control accounts.
- Vehicle Importing

- 2.1 **Company** : JMC Jayasekara Management Centre (Pvt) Ltd
No.136, Yakkala Road, Gampaha.
- Nature of Company** : Incorporated Professional Educational
- Position** : **Branch Accountant**
- Period** : From May 2005 up August 2007. **(2 years)**

Duties & Responsibilities

Responsible for handling of all accounting functions such as

- Bank accounts handling & reconciliation
- Petty Cash handling
- Handling of Payments
- Staff Salaries
- Prepare the Branch Account
- Maintenance Fixed Assets register

- 2.2 **Company** : JMC Jayasekara Management Centre (Pvt) Ltd
No. 65/2A, Chittampalam Gardiner Mw, Colombo
- Nature of Company**: Incorporated Professional Educational Centre
- Position** : **Assistant Accounts**
- Period** : From December 2003 up May 2005 **(1 & ½ years)**

Duties & Responsibilities:

Responsible for handling of all accounting functions such as

- Bank accounts handling & reconciliation
- Petty Cash handling

- Handling of Payments
- Staff Salaries
- Ledger Posting, GL Closing & Cash Book / Bank Book updating
- Maintenance Fixed Assets register
- EPF/ETF/Tax Matters.... Etc.

PROFESSIONAL QUALIFICATIONS

- ❖ I have successfully completed foundation and intermediate examinations The Associations of Accounting Technicians of Sri Lanka.
- ❖ I have successfully completed BSc Business Administrations 1st Year, 2nd Year examinations In Sri Jayewardenapura University of Sri Lanka.
(3rd Year Result Pending)

1st Year

2nd Year

<u>Subject</u>	<u>Grade</u>	<u>Subject</u>	<u>Grade</u>
Accounting	B	Economics (Macro)	B
Business Management	C	Management Accounting	C
Economics (Micro)	C	Business Statistics	C
Mathematics	C	Financial Management	C
Marketing	C	Organization Behaviour	C
Business Law	C	Human Resource Management	C

COMPUTER SKILLS

- I have successfully completed a course of Diploma in Computerized Accounting in JMC Jayasekara Management Centre (Pvt) Ltd. Course Content
ACCPAC
QUICK BOOK
M.Y.O.B
TALLY
- I have hands on experience in M.Y.O.B Accounting Package, MS Office Packages and working in fully computerized environment

EDUCATIONAL QUALIFICATIONS

G.C.E. (Advanced Level) Examination in 2003

<u>Subject</u>	<u>Grade</u>
Economics	C
Commerce	C
Accountancy	C

G.C.E. (Ordinary Level) Examination in 2000

<u>Subject</u>	<u>Grade</u>
Mathematics I,II	D,C
Sinhala Langue	D
Science I,II	C,C
Buddhism	C
Social Studies	C
Agriculture	C
Music	S
English Language	S

NON RELATED REFEREES

Mrs.Ayomi Rathnayaka
Attorney-At-Law & Notary Public
No.10, 1st Lane,
Warakapola.
Tel: 035-2267560

Mr.T.M.C.L.B.Thennakoon
Director
Koshiha Leasing Co Ltd,
No.367, 26th Mile Post,
Kandy Rd, Nittambuwa.
Tel: 071-6480144

I would like to inform you that the above particulars given by me are true and correct, if I am selected, I shall endeavor to do all the duties entrusted to me promptly and efficiently.

Signature


Date.....09/07/2015.....