

M.P.K.SOORIYA ARACHCHI

No.11/3B, 1st Lane, Egodawatta, Boralesgamuwa

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PROFESSIONAL EXPERIENCE

1. Working as an **Accounts Executive** at **TBWA/Sri Lanka** from December 2015 to the present date

- Reports to the Accountant.
- **Job Responsibilities & Reporting Relationships:**

Invoicing

- Enter data into the system & generate invoices to be dispatched to the clients.
- Enter supplier invoices to the system

Reports

- Assist in preparing Board account reports. Eg. Inter Company Statement.
- Cash Flow Statement
- Preparation of other Reports when required

General Accounts

- Preparation of bank reconciliations
- Balancing and clearing general ledger accounts
- Passing general ledger entries into the system as and when required
- Entering payments and receipts in to the job manager system
- Entering into the system relevant petty cash vouchers
- Preparations of Tax returns and payments to Inland Revenue.(eg. VAT, NBT, ESC etc)

Operational and Financial Systems

- Become conversant with the operational/financial systems-Job Manager
- Checking the accuracy of the data imported

General skills & Competencies

- Ability to work effectively under pressure within tight deadlines
- Ability to communicate clearly and effectively with superiors and peers
- Ability to work as a part of a team and become an effective team player
- Fair knowledge of Accounting principles

2. Worked as a **Management Assistant** at the **Mahaweli Authority of Sri Lanka** from June 2013 to December 2015

Reported to the Accountant, Mahaweli Centre

Responsibilities

- Assisting with preparation of the Bank Reconciliation Statement
- Assisting with managing the General Ledger
- Assisting with preparation of the annual budget
- Assisting with the preparation of final accounts
- Assisting with carrying out procurement activities

PROFESSIONAL QUALIFICATIONS

- Completed **the Certificate in Accounting and Business 1** Examination of the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) held in March 2011
- **Certificate Course in Computer Applications:**
At the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) in February 2011
Course Content:
 - Introduction to Computers
 - Word Processing (Microsoft Word)
 - Spread sheets (Microsoft Excel)
 - Presentations (Microsoft Power point)
 - Database (Microsoft Access)
- Completed **the Executive Level** of The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) held in March 2015
- Currently following **the Business Level** of The Institute of Chartered Accountants of Sri Lanka(CA Sri Lanka)

EDUCATION QUALIFICATIONS

G.C.E. (O/L) Examination in 2006

English	A	History	A
Social Studies & His.	A	Health & Phy.	A
Lang. & Lit (S)	A	Dancing (Sin)	A
Buddhism	A	Mathematics	B
Business & Acc.	A	Science & Tec.	B

G.C.E. (A/L) Examination in 2009

Accounting	A
Economics	A
Business Studies	A
General English	C
Common General Test	68

Bachelor of Science in Business Administration (Special) Degree

(English Medium) with Second Class (Lower Division) from Faculty of Management Studies and Commerce, University of Sri Jayewardenepura – January 2015

EXTRA CURRICULAR ACTIVITIES

- Committee Member of Association of Business Administration in the academic year of 2013/2014 at the University of Sri Jayewardenepura
- Member of the School Basketball Team (2002-2007)
- Member of the Commerce Society, the Environmental Society, the I.C.T. Club, the Road Safety Unit and the Drug Prevention Unit at Girls' High School, Kandy

PERSONAL INFORMATION

Full Name : MEDHAVINI PRABHA KUMARI SOORIYAARACHCHI
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Contact Number : +94717879245, +94724714584
National ID No. : 915314325 V
Date of Birth : 31/01/1991
Civil Status : Single
Gender : Female
Nationality : Sri Lankan
School Attended : Girls' High School, Kandy

NON RELATED REFEREES

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