



M.R.C.L. CHANDRABANDARA

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Peradeniya
Sri Lanka.

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OBJECT

To pursue the challenging diverse and dynamic job in a growing organization with opportunities to utilize talents. To improve technical, personal and interpersonal skills.

PROFESSIONAL QUALIFICATIONS

- I have 1 ½ years experience as a **Multi Duty Clerk** of Sales Office of A. Baur & Co. Ltd. since 15th March 2004 to 02nd November 2005.
 - ✓ Handled General Secretarial works.
 - ✓ Market Survey Reports.
 - ✓ Prepared Indents and Import Approvals.
 - ✓ Pre-shipment and Post-shipment costing and Pricings.
 - ✓ Entered Material Issue Notes (MINs) and Bulk to the AS 400 System.
 - ✓ Managed all products, principal and other files.
 - ✓ Handled Agro Chemical Customers, Credit Checking and Invoicing.
 - ✓ Stock movements weekly.
 - ✓ Did memos, letters, e-mails and facsimiles.
- I have 3 years experience as an **Accounts Clerk** of Kandy Management Consultant (N. M. Amunugama & Co. Chartered Accountants) in Kandy August 2006 to July 2009.
 - ✓ Handled Audits & Final Accounts.
- I am working as an **Accounts Assistant** in Non Government Organization since August 2009.
 - ✓ Handling Project Accounts funded by,
 - ♦ **UNFPA** - Projects of Nuwara Eliya, Vavuniya, Batticaloa & Mannar Districts (**United Nations Population Fund**)
 - ♦ **SLCT** Project (**Shining Light Children's Trust**)
 - ♦ **KNH** (**Kinder-Not-Hilfe**)

OTHER QUALIFICATIONS

- **Certified Business Accountant (CBA)** of the Institute of Chartered Accountants of Sri Lanka (**ICASL**).
- Successfully passed **Intermediate level Examination** of the Institute of Chartered Accountants of Sri Lanka (**ICASL**).
- Member of **Association of Accounting Technicians** of Sri Lanka (**MAAT**).
- Successfully **completed** all Examinations of the **Association of Accounting Technicians** of Sri Lanka (**AAT**).
- Successfully completed six months **Office Computer Training** for employees at **Kandy Management Consultant Ltd.** It has covered,
 - ✓ Introduction to Hardware and Software.
 - ✓ Documentation.
 - ✓ Sinhala/English Typing.
 - ✓ Introduction to Spread sheet Management.
 - ✓ Basics of Computer Operating and using Multimedia.
 - ✓ **Quick Book & Ex-next Generation** Accounting Packages.
- Have a **Driving Licence** (CC 1).

EXTRA CURRICULAM ACTIVITIES

- Member of the **School Girl Guide Society** since 1996 to 2001.
- Captain of the **School Advanced Level Project** since 1999 to 2001.
- Participated to **Group Events** on every years of the Sports Meet.
- An active member of the **School Addict Society**.
- An active member of the **School English Literature Society**.
- An active member of the **School Sinhala Literature Society**.

EDUCATIONAL QUALIFICATIONS

G.C.E. (O/L) - 1998

Index No. - 83986626

Music	:	D	Buddhism	:	C
Mathematics	:	C	Social Studies	:	C
English	:	C	Commerce & Accounts	:	C
Sinhala	:	C	Science	:	S

G.C.E. (A/L) - 2001

Index No. - 5616441

Accounting	:	C		
Economics	:	C		
Business Studies	:	C	Avg. Z - score	: 0.4264 P

PERSONAL DETAILS

Name in full	:	Madde Ralalage Charuka Lasanthi Chandrabandara
Date of birth	:	27 th March 1982
Nationality	:	Sri Lankan
NIC No.	:	825874127 V
Gender	:	Female
Schools attended	:	Sarasavi Uyana Maha Vidyalaya/Kandy Good Shepherd Convent/Kandy

NON RELATED REFEREES

Mr. Chandima Athukorala

General Manager

A. Baur & Co. Ltd.

Sales Office

260, Biyagama Road,

Kelaniya

Mr. Dayananda De Alwis

Director

Kandy Management Consultant Ltd.

(N. M. Amunugama & Co. Chartered Accountants)

117, Kotugodella Veediya,

Kandy

Ext : 0114 - 732306/308
0114 - 818992

Mobile: 0773 - 025516

Office : 0814 - 934301

Mobile: 0777 - 302786

I hereby certify that the information furnished here is true and accurate to the best of my knowledge.

22.01.2016

M. R. C. L. Chandrabandara