



# SINHARA DHANUSHKA LAKMAL KUMARA DE SILVA

## PERSONAL SUMMARY

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A confident, multi-skilled & capable assistant accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.

Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

## AREAS OF EXPERTISE

*Monthly Financial accounts*

*Internal audit*

*P&L analyses*

*Month end procedures*

*Computer literacy*

*Query resolution*

## WORK EXPERIENCE

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**SIMS ASSOCIATES – Colombo 4**

**(Feb 2014 - Feb 2016)**

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines and handled the internal audit of clients.

### Duties:

- Prepare the monthly & the year end financial statement  
Handled the internal audit
- Preparation and input of month end journal vouchers.
- Debtor and Creditor reconciliations.
- Preparation of various reports for senior managers.
- Responsible for financial accounts including budgets and cash-flow..
- Identifying business improvement opportunities. Fixed Asset accounting,
- Reconciliations and depreciation journals.
- Ensuring that information is accurately collated & entered into systems.  
Preparation
- of invoice and expense claim payment runs.  
Assist in the preparation of monthly balance sheet
- Account reconciliations.
- Inputting of supplier invoices and employee expense claims to the ledgers.

## PROFESSIONAL

*HNDA*

*CMA (Following Strategic Level)*

*Chartered Accountants of Sri Lanka (Completed CAB I & three subjects in CAB II )*

## PERSONAL SKILLS

*A quick learner*

*A self-motivated committed team player*

*Possesses excellent leadership skills*

### Client Category:-

- \* Business sector of Trading
- \* Educational Institutions
- \* Marketing
- \* Pharmaceuticals
- \* Estate Management

## PERSONAL DETAILS

No 30/2A,  
Chakkindarama Rd,  
Ratmalana

M: +94 71-6327769

E: [dhanushkalakmal@gmail.com](mailto:dhanushkalakmal@gmail.com)

DOB: 19/12/1991

Driving license: Yes

Nationality: Sri Lankan

## KEY SKILLS AND COMPETENCIES

- Good all round Financial Accounting Knowledge.
- Knowledge of Accounts Payable & Receivable processes and procedures.
- Experience in using Peachtree Accounting software and other similar accounting systems
- Strong Excel skills.

## ACADEMIC QUALIFICATIONS

- **Certified Management Accountants of Sri Lanka (CMA)**

INSTITUTE OF CERTIFIED MANAGEMENT ACCOUNTS OF SRI LANKA

- Following Strategic Level (Financial Level)

- **Chartered Accountants of Sri Lanka**

INSTITUTE OF CHARTERED ACCOUNTS OF SRI LANKA

- Following Business Level (Completed CAB I & three subjects in CAB II)

- **Higher National Diploma in Accountancy**

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL  
EDUCATION (SLIATE) OF MINISTRY OF UNIVERSITY EDUCATION  
AND HIGH WAY

\*\* HNDA is considered as an alternative to a B.COM degree  
offered by a Sri Lankan university by the Public Administration  
Circular No. 46/90 of 1990) Registered for the academic year 2012

- Pending result 2<sup>nd</sup> Semester of 4<sup>th</sup> year

## REFERENCES

Mr S. Surath Edirisinha ,

Head of Accountancy Department  
Advanced Technological Institute  
Dehiwala

E-Mail:- [Surathse@yahoo.com](mailto:Surathse@yahoo.com)

Contact Number: - +94 71-4454598

Ms.S.A.M.Dushyantha Seelarathne

Group Accountant  
Ceyline Holdings Pvt Ltd

E-Mail:- [dush.sam@gmail.com](mailto:dush.sam@gmail.com)

Contact Number:- +94 77 4440886

I hereby certify that the above information is true and correct to the best of my knowledge.

06/04/2016  
(DATE)

**S.D.L.K DE SILVA**

