

RASIKA LAKSHAN MENDIS
No 05, St. Michael Jubilee Road,
Koralawella, Moratuwa. Sri Lanka.
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CAREER OBJECTIVE

I have a strong interest in all aspects of Financial and Management Accounting, both in consumer and industrial environments. Professional studies have developed this interest and I now seek a position where I can further develop my knowledge of Financial and Management Accounting and embark on a professional career.

PROFESSIONAL QUALIFICATIONS

Institute Of Chartered Accountants of Sri Lanka (ICASL)

Following the Strategic Level – I (Passed Advance Taxation & Strategic Tax Planning)

EDUCATIONAL QUALIFICATIONS

Studied at the University of Colombo, Colombo 03, Sri Lanka.

The University of Colombo has been the leading center for management education in Sri Lanka for more than decades.

Finalized the Bachelor in Business Administration (Economics) (Special) Degree
(2010-2014)

At St. Sebastian's College - Moratuwa, Sri Lanka.

G. C. E. Advanced Level 2009

Accounting	A
Economics	A
Business Studies	A
English	C

G. C. E. Ordinary Level 2006

Commerce	A
Drama	A
Sinhala Language	B
Social Studies	B
Roman Catholic	B
Mathematics	C
English Language	C
Science	C

EMPLOYMENT RECORD

➤ EDNA GROUP

I currently hold the position of Accounts Executive (Divisional Coordinator) at Eco Papers (pvt) Ltd & Eco Paper Cores (pvt) Ltd. (Member of Edna Group) I work since September 2014 to date

➤ DANTHASINGHA & CO

I worked as a Senior Accounts & Audit Assistant at Danthasingha & Co. Having three years of experience.

Working Experience

During my professional carrier at Danthasingha & Co, I have had the opportunity to acquire a wide range of experience by Serving to a diversified clientele which include in the following business sectors:

- a) Banking
- b) Manufacturing
- c) Manufacturing related Service organizations
- d) Service Organizations
- e) Restaurant
- f) NGO's

WORK CARRIED OUT

➤ **Accounts & Auditing**

- Reviewed & finalized the Audit compressing a wide spectrum of organization.
- Involved in preparation of Audit reports according to the Accounting Standards & Audit Standards adhering to statutory requirements.
- Audit Supervision, reviewing Financial Statements work evaluation& Audit Programs.
- Involved in various Book keeping assignments such as preparation of Cash Books, Ledgers, Preparation of Bank Reconciliation, & etc...
- Preparation Salaries, EPF, ETF
- Prepared the Monthly Financial Statements and Year End Financial Statements for Audit Purposes.
- Prepared the Monthly Budget Cash Flow
- Intercompany fund transferring& transaction process.
- Handle all the Payments.
- Involved in price Costing
- Coordinate with Debtors, Creditors, Banks and External Auditors.

➤ **Taxation**

- Involved in computing or quarterly VAT, NBT, ESC, PAYE payables for numerous clients & directing them to get pay in timely schedules.
- Involved in computing the Tax Liability of the clients & filling the Returns on their behalf.

OTHER QUALIFICATIONS & COMPUTER LITERACY

- Have good communication & writing skills in English and Sinhalese Languages.
- Successfully completed the Certificate course in Microsoft Office 2007 at Institute of Chartered Accountants, Malalasekara mawatha, Colombo 07.
- Ability to work on computer package – Tally ERP System, Quick book & Peachtree Accounting Package.

OTHER INFORMATION

Date of Birth	:	11 th of September 1990
Sex	:	Male
Nationality	:	Sri Lankan
Religion	:	Roman Catholic
N. I. C. No.	:	902551352 V
Civil Status	:	Single

EXTRA CURRICULAR ACTIVITIES

At University

Member of the Student Catholic Movement
Member of the Student Association of Financial Management

At School

Vice President of the Commerce Society in 2009

At St. Michael's Church – Koralawella, Moratuwa.

Secretary of St. Michael's Youth Club – 2011 & 2012
President of St. Michael's Youth Club – 2015

REFEREES

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|---|---|
| 1. Mr. D. G. S. Surasena. (Partner)
Danthasinghe & Co.
Chartered Accountants
No 327, Ceyesta House,
2 nd Floor, Galle Road,
Colombo 03.
T.P. 0777829537 / 0113184366 | 2. Mr. Manoj Fernando
General Manager
Nippon Maruchi Lanka Electronics Pvt. Ltd.
No. 133, U.D.A. Industrial Estate,
Katuwana Road, Homagama.
T.P : 0722-290015 / 011-2855571 |
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I do hereby certify that the above particulars given by me are correct & true to the best of my knowledge

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Date

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Signature

