

CURRICULUM VITAE OF

Isangika Peiris

No-234/7, Jayanthi Mawatha, Himbutana, Mulleriyawa New Town

Tel: 0712 324 763 / 0771 837 151

Email: isangipeiris@gmail.com



Career Objectives

I am looking for a position with a company that will allow me to apply and enhance my skills of being an Accounting Executive. I intend to gain quality experience by utilizing the knowledge gained through my academic and professional qualifications in accounting. In addition, I am eager to contribute my creativity and hard work towards the success of my prospective employer and to the growth of the fast developing field.

Personal Details

Full Name : Arshamuni Kurukulasooriya Pathiraja Pathiranlage Isangika
Kaumini Peiris

Address : 234/7, Jayanthi Mw, Himbutana, Mulleriyawa New Town.

NIC : 896790927V

Date of Birth : 27.06.1989

Age : 26

Gender : Female

Civil Status : Married

School attended : St. Paul's Millagiriya Girl's School

Working Experiences

1. Colour Coating Lanka Pvt Ltd

Presently Working in Colour Coating Lanka Pvt Ltd since 25th May 2015 as a Order Processing Executive.

2. Yaying construction & Investment Pvt Ltd

Worked at Yaying construction & Investment Pvt ltd November 2014 to March 2015 as a Company Accountant.

3. NDB Bank PLC

Worked at NDB Bank PLC November 2012 to October 2014 as a Business development associate (Personal Loan).

4. Diesel & Motor Engineering PLC

Date - August 2010 to October 2012

Position Held - Admin Officer

Key Responsibilities

1. Handling Payment Voucher

- Branch wise payments
 - Ex-Electricity/Water/Rent
- Head Office Payments
 - Ex-Electricity/Water/Rent
- Salesman's Expenses
 - Area Sales Tour/Petty Cash
- Other work related Expenses

2. Preparing Dialog Mobile bill Payment

3. Receiving Cheques from Accounts Department & Issuing to Customers

5. Nestle Lanka PLC

Date - From September 2008 to June 2010

Position held - Accounts Trainee

Key Responsibilities

1. Invoice Receiving and Recording
2. Capturing Invoices,
 - Manufacturing
 - Financial
 - Commercial
3. Capturing Supply Finance Invoices
4. Running KPI Reports
 - One Time Vendor
 - PO's created After Invoice
 - Over Due Payments
5. Preparing Of Imports Payments
6. Preparing Of Cash Line Payments
7. Cheque Printing
8. Payment Selections
9. Reconciliation Of Vendor Sheets
10. Journal Ledger Related Work Link To Preparing Of Financial Statement
11. Tax Related Works
 - Income Tax
 - Value Added Tax
 - Nation Building Tax
12. Bank Reconciliation

Education Qualifications

G.C.E (Advance Level) in 2008

- | | |
|---------------------|---|
| 1. Accounting | B |
| 2. Economics | C |
| 3. Business Studies | C |

G.C.E (Ordinary Level) in 2005

1. Religion	A
2. Mathematics	A
3. Science	A
4. Health Science	A
5. Sinhala	B
6. English	B
7. Commerce	B
8. Social Studies	C
9. Aesthetics	S

Professional Qualification

- ❖ AAT Final - Currently following
- ❖ AAT Intermediate - Pass
- ❖ AAT Foundation - Pass
- ❖ Since 1st of June 2009 to 31st June 2010, signed Articles for AAT at Nestle Lanka PLC
- ❖ Completed General English Course Successfully - Oxford Business School
- ❖ Completed Computer Course Successfully - YMBA

Extra Curricular Activities

- ❖ Senior Prefect in 2007-2008 Prefect Guilds.
- ❖ Member Of School Western Band
- ❖ Editor Of Commerce Society 2007-2008 Batch
- ❖ Member Of Buddhism Society
- ❖ Vice Secretary of HNB Student Association.

Name and Addresses of Non-Related Referees

1. Name : Mr. Sarath Widana Pathirana
Designation : Chirmen
Address : Sanasa Bank - Kotikawatta
No – 53, Avissawella road, Kotikawatta.
Telephone(Office) : 0112-568567
Residence : 0094-11-2569481
Mobile : 0723379790

2. Name : Ms. Lalani Weeraarachchi
Designation : Head of HR
Address : Ceylon Pencil Company (Pvt.) Ltd, Peliyagoda.
Telephone : 0115 320 320
Mobile : 0777 508 543
Email : lalani.hr@atlas.lk

I do hereby certify that above mentioned particulars are true & correct to the best of my knowledge.

Thanking You.

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A.K.P.P.I.K. Peiris