

Thilini Poornima Kariyawasam

No 36/ 2A, Gangarama Road, Werahera, Boralasgamuwa

Mobile No: 0719367287

E mail: kariyawasam380@gmail.com

Birth Day: 1990. 05. 09



Personal Profile

A skilled organizer and communicator with competent, effective and efficient at handling numerous tasks simultaneously seeking a career with challenging targets, which demand maximum contribution from me, enhancing my skills and learn new skills while giving my fullest contribution to the organization, Enjoys challenges, committed to work diligently and enthusiastically, maintains high levels of honesty and integrity, Ability to remain calm and quiet under pressure in a crisis.

Working Experience

- ❖ **One year working experience** in a construction company named **BPP Engineering (pvt) Ltd** as a **Finance Trainee** and hands on experience in **Quick Book Accounting Package** & following responsibilities.
 - Preparing & maintaining vehicle, machinery & material detail of project
 - Preparing customer invoices for the respective projects
 - Updating petty cash reimbursement
 - Updating general journal entries, bill payments etc
 - Assisting in preparing the monthly financial statements for the relevant projects

- ❖ **Currently working** in a laboratory named **Microchem Laboratories (pvt) Ltd** as an **Account Executive** and doing following accounting function.
 - Updating the QB system by entering all the daily transactions
 - Debtors Handling
 - Creditors Handling
 - Petty Cash Handling
 - Preparing Salaries, EPF, ETF & PAYEE Tax
 - Doing monthly stock verification in two labs

Professional Achievements

- ❖ Successfully completed **Sage 50 Accounting Package** in degree program at University Of Sri Jayewardenepura.
- ❖ Followed a **MS Office** course conducted by **Schooner Computer Academy, Baddegama**
- ❖ Successfully followed **CAB 1 level, CAB 2 level** of **Chartered Accountancy - Institute of Chartered Accountants** of Sri Lanka- **2010/2012**

Academic Achievements

- ❖ Bachelor of commerce (special) degree faculty of **Management Studies & Commerce** in **University of Sri Jayewardenepura** (2010 -2015)
- ❖ **G. C. E. A/L Examination 2009 (Christ Church Girls' College, Baddegama)**
 - Economics - A, Business Studies - A, Accounting - A,
- ❖ **G.C.E. O/L Examination 2006 (Christ Church Girls' College, Baddegama)**
 - 8 'A's for , Buddhism, Business & Accounting, Social Studies & History, Sinhala Language, Health & Physical Education, Mathematics and English

Skills profile.

- ❖ **Team work-** Engaged in various group activities and discussions with diverse members representing multicultural backgrounds for University assignments
- ❖ **Leadership-** Excellent leadership qualities being a prefect and ability to work as a team to achieve stipulated outcomes and deadlines
- ❖ **Organizing** – Organized various activities in the school such as annual prize giving, sport meet, arts giving etc.
- ❖ **Communication skills-** Giving presentation, announcing and giving speeches
- ❖ **IT** - Confident user of Microsoft Office packages including Internet and E-Mail.

Other Achievements

- ❖ A Senior Prefect of Christ Church Girls' College, Baddegama (2008)
- ❖ A Junior prefect of Christ Church Girls' College, Baddegama (2000)
- ❖ Participated & won the places in school English Day Competitions(2001-2008)
- ❖ Participated in inter schools Mathematic competition (2004)
- ❖ Participated & won the places of school Sport Meet (2008)
- ❖ Actively participated for every Academic events that organized by university of Sri Jayewardenepura. (2010-2014)

Non-related referees

Ms.K.M.V. Sachithra
Lecturer
Department of Commerce
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura
Gangodawila, Nugegoda
Tel:077-6018957/ 011- 2802513(office)
Email: vilani3164@gmail.com

Ms. W. V.S.M.Perera
Managing Director
MicroChem Laboratories (pvt) Ltd
No 112/1A, 1/1
Stanley Thilakarathna Mawatha
Nugegoda
Tel: 077-2330575/ 0112827123