

# CURRICULUM VITAE



**Harshani Pradeepika Priyadarshani Gangabadage**

**Contact: 0771737282**

**harshani317@gmail.com**

**YWCA Hostel No.07, Rotunda Gardens, Colombo 03.**

## Objective

To work in a stimulating environment where I can apply and enhance my knowledge and skills to serve the organization while achieving personal objectives.

## Strengths

- Commitment towards work obligations
- Good team leader
- Quick learning and Understanding ability
- Willingness to work under pressure

## Educational Qualifications

**BBA (Special) in Accounting and Finance. (Second Class Lower Division Honors)**  
University of Ruhuna

### **Sacred Heart Convent, Galle**

G.C.E. A/L examination in 2008 - Index No. 7616104

Subject	Grade
Accounting	A
Economics	A
Business Studies	B
General English	B

G.C.E. O/L examination in 2005 with 6A's, 3B's, & 1S pass. (Index No. 51141566)

## Professional Qualifications

Completed Business Level (Strategic Level 1) – Institute of Chartered Accountants of Sri Lanka

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## Working Experience

Graduate trainee at DFCC Bank Accounting & Reporting Department from October 2013 to October 2014.

- Preparing Tax Invoices
- Analyzing of Over 5Mn Transactions
- Assisting in Preparation of Bank Reconciliations
- Assisting in computation of VAT on financial services
- Preparation of Staff loan reconciliations
- Assisting in preparation of Income tax return and other tax computations

Junior Finance Executive – Accounts Receivables at Peak Colombo since October 2014.

- Ensure all the payments received are updated in the trip system
- Processing Agent and Customer Refunds
- Posting Receipt Journals and General Journal
- Processing Internal Receipts and Intercompany Journals
- Processing File to File transactions
- Processing commission cheques
- Assist the Management with reconciliations and Reporting

## Computer Literacy

- Possess experience in MS Office
- Followed a diploma course in Computerized Accounting Packages (Accpac, MYOB, Quick Book, Peach Tree)

## Extra - Curricular Activities

- Secretary of Accounting circle of University of Ruhuna
- Treasurer of School Sinhala literary Association
- Member of School English Literary Association
- Member of the School Commerce Society
- Member of School Do You Know club

## Personal Data

Full Name : Harshani Pradeepika Priyadarshani Gangabadage



## CURRICULUM VITAE

Address (Postal) : YWCA Students' Hostel No.07, Rotunda Gardens, Colombo 03.

Address (Permanent) : No.237, Thanabaddegama, Ethkandura.

Date of Birth : 17.03.1989

NIC No : 895770140 V

Gender : Female

Civil Status : Single

Nationality : Sri Lankan

Schools Attended : 1. Sacred Heart Convent, Galle

2. G/St. Theresa primary School

### Non-related referees

**1. Dr. M.K. Wanniarachchige**  
Senior Lecturer,  
Dep. Of Accounting & Finance  
Faculty of Mgt. & Finance,  
University of Ruhuna, Matara.  
Email- wamanjula@badm.ruh.ac.lk  
Mobile-071 8411350  
Office – 041-2222681/2

**2. Ms. Udari Jagoda**  
Accountant (Senior Project Executive),  
DFCC Bank,  
No.75/3, Galle Road,  
Colombo 03.  
Email-udari.jagoda@dfccbank.com  
Mobile – 077 1742572  
Office - 011-2442442 Ext: 2274

I hereby declare that the given information is true and accurate for the best of my knowledge.



H.P.P.Gangabadage

20.12.2015