

B.Nilangi Pradeepa Ranathunga  
No.79/A3, Mangala Mawatha,  
Walana, Panadura  
Mobile: +94719571457  
Email : [nilangipradee123@gmail.com](mailto:nilangipradee123@gmail.com)

### CAREER OBJECTIVE

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To be an excellent member of the Management Team in a well-reputed company by applying learnt knowledge, skills and work experience to achieve the goals of the establishment where I can improve my skills and capabilities to meet challenges.

### EDUCATIONAL QUALIFICATIONS

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National Diploma Holder of Sri Lanka Institute of Advanced Technological Education.  
(SLIATE) – National Diploma in Business Finance.

G.C.E. (A/L) Examination 2009 – St. John's College, Panadura.

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|--------------------|-----|
| • Business Studies | : A |
| • Economics        | : C |
| • Accounting       | : C |
| • English          | : S |

G.C.E. (O/L) Examination 2005 – St. John's College, Panadura.

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|------------------|-----|----------------|-----|
| • English        | : A | Health Science | : B |
| • Buddhism       | : A | Science        | : C |
| • Sinhala        | : A | Dancing        | : C |
| • Social Studies | : B | Home Economic  | : C |
| • Mathematics    | : S |                |     |

### PROFESSIONAL QUALIFICATIONS

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- Following **ICASL** Executive Level
- Successfully completed **CBF & DBF** Levels of Institute Bankers of Sri Lanka.
- Diploma in **Computerized Accounting** at Lalith Athulathmudali Vocational Training Centre.
- One year experience as Trainee Bank Assistant at Panadura People's Bank.
- One year experience as Accounts Assistant at The Tradesmann SL (Pvt) Ltd.
- Junior Accounts Executive at Greenway Industries Ltd.(Since 01.03.2014)

### COMPUTER LITERACY

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- MS Word, MS Excel, MS PowerPoint, MS Access and Internet & E-mail respectively.
- Ability to handle Tally,Quick Book,MYOB,Sage Accounting Packages.

### EXTRA CURRICULAR ACTIVITIES

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- Member of school Prefect team.
- Member of school Eastern Band.
- A Secretary of school Sinhala Literature Association.
- Active member of English literacy association.
- Member of school Net ball team.

### SPECIFIC SKILLS POSSESSED

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- Excellent inter relation communication within the team.
- Sound knowledge and professional experience in the areas of finance and general management.
- Excellence sense of responsibility through enthusiasm and commitment to work.
- Excellent analytical, communication and interpersonal skills.
- Ability to work independently and meet deadlines.

### PROFILE

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Full Name : Balithiyannalage Nilangi Pradeepa Ranathunga.  
Date of Birth : 07<sup>th</sup> September 1989  
Nationality : Sri Lankan  
Religion : Buddhist  
Gender : Female  
Marital Status : Single  
N.I.C. Number : 897513528V  
Address : No. 79/A3, Mangala Mawatha, Walana, Panadura.  
Email : [nilangipradee123@gmail.com](mailto:nilangipradee123@gmail.com)  
Mobile : +94719571457

### REFEREES (NON – RELATED)

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Ms.Sandaya Pushparani.  
Accountant  
Investigation Ministry of Education,  
Isurupaya,  
Battaramulla.  
Tel: +94 112785070/ +94785391879

Mr.Waruna Kumara.  
Senior Lecture  
National Diploma in Business Finance,  
Advance Technological Institute,  
Waidaya Road,  
Dehiwala.  
Tel: +94718220379

I do hereby certify that the particulars furnished by me in the application, are true and accurate to the best of my knowledge and if selected I shall perform my duties efficiently, loyally and to your entire satisfaction.

Thanking you.  
Yours Sincerely,

Nilangi Pradeepa