

CURRICULAM VITEA

INDIKA KARIYAWASAM

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WORKING EXPERIENCE in Off-Shore

Qatar

Dunes Catering W.L.L.

2012 February to June 2015

03 Year 04 Months

Accountant

Experience in;

- ✚ Maintaining Company Payments
- ✚ Maintaining Company Petty Cash transactions
- ✚ Preparation of monthly financial statements
- ✚ Keep records of Sales and Controlling the LPO matters
- ✚ Reconciliation of Debtors/Creditors-Monthly

South Korea

Dai-Ji Industrial Co., Ltd

2006-2011

05 Years

Assistant Manager

(First 02 Years worked as assistant to the Manager in Laser Section)

Experience in;

- ✚ Operations related to Laser Machine and arrangement of work force for daily operations.
- ✚ Keep records of Attendance of workers and Salary Works
- ✚ Having fare knowledge in Triumph True Laser 5030 Laser Cutting Machine (Data transferring, settings, cutting, Thickness of metals, Metal Qualities, etc..)

WORKING EXPERIENCE - in Sri Lanka

AMBA Research Lanka (Private) Ltd

2005

02 Months

Accounts Executive

Experience in;

- ✚ Maintaining Company Accounts
- ✚ Maintaining Fixed Asset Register
- ✚ Preparation of monthly financial statements
- ✚ VAT claims for Department of Inland Revenue and Invoicing

Avant-Garde Security Services (Pvt) Ltd

2005

03 Months

Accountant

Experience in;

- ✚ Handling Cash books
- ✚ Preparing daily Bank balances
- ✚ Checking Petty Cash Book
- ✚ Maintaining Purchase Journal
- ✚ Maintaining Service Journal
- ✚ Maintaining Issues Journal
- ✚ Bank reconciliations-Daily & Monthly

Beira Brush (Pvt) Ltd

2003-2005

01 Year & 06 Months

Accounts Assistant

Experience in;

- ✚ Works related General Ledger
- ✚ Checking Petty Cash Books
- ✚ Handling Stocks Inventory Work
- ✚ Preparing daily Bank balances
- ✚ Writing Cash Books
- ✚ Writing Credit ledger
- ✚ Bank reconciliations-Daily & Monthly

Maxaire (Pvt) Ltd

1998-2003

04 Years & 09Months

Senior Accounts Clerk

Experience in;

- ✚ Stock controlling with the help of “Peachtree” Accounting Package
- ✚ Handling Tools Inventory Work
- ✚ Preparing daily Bank balances
- ✚ Writing Cash Books
- ✚ Writing Credit ledger
- ✚ Bank reconciliations-Daily & Monthly






H.R.Fernando & Co. Ltd

1993-1998

05 Years

Accounts Clerk

Experience in;

-  Handling Cash book
-  Posting to General Ledger
-  Handling Petty Cash Book
-  Handling Purchase Journal
-  Handling Sales Journal

ACHIEVEMENT

LANGUAGES KNOWN	SINHALESE	- Mother Language
	ENGLISH	- Second Language (Fluent)
	KOREAN	- Learned when I was in Korea. Having fare knowledge in Korean Language (Read, Write, and Speaking)

EDUCATION

Primary Education

1980-1986 (Grade 01 to Grade 05)

Asoka Vidyalaya, Colombo, Sri Lanka

Secondary Education

1986-1993 (Grade 06 to Grade 13(Advance Level))

Ananda College, Colombo, Sri Lanka

GCE [Ordinary Level] in 1990

Distinction	Mathematics
Credits	English
Credits	Science
Credits	Sinhala
Credits	Commerce & Finance
Credits	Buddhism
Credits	Social Studies
Simple Pass	Art

GCE [Advance Level] in 1993

B	Logic & Scientific Methods
C	Accounting
C	Economics
S	Commerce & Finance

Professional Education

- ❖ Qualified Up to **Stage II** of **AAT (Association of Accounts Technicians)**, Sri Lanka
- ❖ Holding a Diploma in **“Information Technology”** conducted by IAS Institute, Colombo 04, Sri Lanka
- ❖ Holding **“Certificate of Computer Hardware”** conducted by Korea Polytechnics II University, Incheon, South Korea

Personal Details

NAME	INDIKA KARIYAWASAM
FATHERS NAME	INDRAPALA KARIYAWASAM
DATE OF BIRTH	27 th FEBRUARY 1974
NATIONALTY	SRI LANKAN
RELIGION	CHRISTIAN
RESIDENTIAL ADDRESS	NO.23, WELSIRIPURA MADIWELA KOTTE SRI LANKA
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