

CURRICULUM VITAE

Madda Pitigalage Dileesh Sagara
No.54/3,1st Lane,
Hirana,
Panadura.

Residence T.P: +94382230799

Mobile : +94777788101

E-mail: sagara.sku@gmail.com



Profile:

I am a dynamic and result oriented individual with an experience over 9 years in the Finance sectors. I consider myself, as a team player with excellent communication skills, and a hard worker with a view to be employed in a progressive company that would provide me with the opportunity for personal growth and career advancement.

Career

➤ **SGS Lanka (Pvt) Ltd. (From Dec 2010 – to date)**

No. 140, Vauxhall Street, Colombo-02.
Sri Lanka

Post :-“Assistant Accountant”

Direct reported to :- Finance Manager

Responsibilities:

- Analyzing monthly final accounts and reporting to the management.
- Maintaining and controlling all Lab Cost related transactions and the analysis of monthly reports relating to Lab Cost.
- Ensuring all month end process controls.
- HFM reporting & monthly accounts analyzing.
- Ensuring Creditor’s payments, tax payments and returns.
- Ensure of SVAT documentation procedures and submit to IR.
- Analyze salary control accounts for out side staff.
- Dealing with internal & external auditors for audit conducting & other financial matters.

➤ **Reckitt Benckiser (Lanka) Ltd. (From January 2004 - 2010)**

No. 41, Laurie’s Road, Colombo-04.
Sri Lanka

Post :-“Accounts Supervisor”

Direct reported to :- Supply Chain Controller

Responsibilities:

- Analyzing monthly Gross Margin Variance Analysis reports (Actual vs. Plan, Actual vs. Prior year).
- Maintaining and controlling all COGS (Cost Of Good Sales) related transactions and the analysis of monthly reports relating to COGS
- Ensuring supply process controls in terms of
 - Payment processing
 - Warehouse controls by performing random checks to verify compliance
 - Obtaining cycle counts, Ensuring accuracy of stock matrix’s with physical stocks.
 - Performing stock adjustments / write offs by obtaining board meeting approvals.
 - Verifying of monthly stock counts and stock reconciliation
- Preparing of balance sheet schedules related to stocks and creditors.
- Maintaining and controlling Yield analysis, PPV’s, wastage and scrap factor monitoring to drive cost efficiencies.
- Analyzing duty on royalty ensuring accuracy of VAT- related to purchases.
- Dealing with internal & external auditors for audit conducting & other financial matters.

❖ **Special Task Conducted during the period**

1. Handled the TAX matter related to the Duty on Royalty for imported product which was pending for the period of 2001 to 2006.
2. Handled the matters (Payments & stock) related to the termination of main co-packer (Euro Asia (Pvt) Ltd)
3. Implemented and introduced the process control system & costing system in new Co-Packer (Lalan CM Pvt Ltd) towards stream line the operation.
4. Handled the matters (Payments & stock) related to the termination outsourced warehouse (Ceylinco Sembcorp Pvt Ltd) supplier
5. Implemented and introduced the process control system in new outsourced warehouse (DHL Logistics Pvt Ltd) supplier towards stream line the operation.

Professional Qualifications and skills profile:

2012

CIMA (UK)

Fundamental level - Completed
Operational level - Completed
Managerial level - Completed
Strategic level - Commenced

2008 (June)

Completed AATSL (English medium).

2003

Diploma in computer hardware and advanced networking

Syllabus Contents

Introduction to computer hardware and network
Network operating system installation
Network cabling
Server configuration
Trouble shooting in hardware and networking

2000

Certificate in Microsoft Office package

Syllabus Contents

MS Word
MS Excel
MS Access
MS Power Point

Working ability in ERP system environment through experience gained (Worked in JDE Edward, Hyperion) and Accounting packages (Sun System, Quick Book)

Experienced on working in web based reporting software (COGNOS, SUMMIT, ICE, HFM)

Excellent knowledge of working with MS Excel

Academic Qualifications:

- **Passed G.C.E. Advance Level (2003)**
G.C.E. (A/L) – April 2003 (4 Simple passes in Science – Mathematics)
- **Passed G.C.E. Ordinary Level (1999)**
G.C.E. (O/L) – December 1999 (2Distinctions,6Credit ,2Simple pass)

Extra Curricular Activities:

- Became an award winner for the best outstanding performance in 2009 of Finance department.
- Became the RB star of the first quarter of 2009
- Representing the company for new system introduction which takes place in India (ICE and HFM)
- Represented the school in the following sport teams:
 - Cricket & Athletics
- Member of the College:
 - Senior Prefect Board

Personal Details:

Sex: Male

Date of Birth: 27th May 1983

Marital status: Single

Nonrelated referees

Mr.Navin Senevirathna,
Head of Supply Chain (Supply Chain Director)
Reckitt Benckiser Lanka Ltd
PO Box – 41,
Laurie’s Road,
Colombo-04
Tel :- 0112550900
Mobile :- 0777260847

Mr. Chandana Weerabahu
Supply Chain Manager,
Avery Dennison Lanka (Pvt) Ltd,
Block B, Export Processing Zone,
Biyagama
Tell : 0112-465000
Mobile :- 0773659536

I do here by certify that the above particulars furnished by me are true and accurate.

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Date

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Signature