**CURRICULUM VITAE**

**PERSONAL PROFILE**

A hardworking, self-motivated and responsible individual who enjoys meeting challenges and seeing them through successfully while remaining confident and good-humoured under pressure. A problem-solver with the ability to adapt well to new situations and to work as an effective team member.

**CAREER OBJECTIVES**

As a determined professional and practitioner in the fields of Finance & Management, I would like to apply my knowledge & skills towards the achievement of the strategic goals of the organization and add value to the operations of the organization under every possible opportunity.

PROFILE SUMMARY

**NAME : Manoj Nadeeka**

**AGE : 30 years old**

**PROFICINAL QULICATION: BSc Business Administrations (J’pura-Final) Intermediate Level (AAT Sri Lanka)**

**WORK EXPERIENCE : Over 11 years**

**RESIDENCIAL PLACE : Yakkala, Gampaha District-Sri Lanka**

PERSONAL DETAILS

**Name in full :** Imbulana Appuhamilage Manoj Nadeeka Sarathchandra

**Address :** No. 203/30/3, Kimbulgoda, Yakkala.

**Email :** [manojrome@yahoo.com](mailto:manojrome@yahoo.com)

**Contact No. :** +94774300140, +94776939810

**Date of Birth :** 29th January 1985

**Sex :** Male

**Nationality :** Sri Lankan/ Sinhalese

**Civil Status :** Bachelor

EMPLOYMENT RECORDS

1.1 **Company** : Koshiba Investments Limited.,

No.367, 26th Mile Post, Kandy Road, Nittambuwa.

**Nature of Company** : Incorporated public Company providing leasing and financial services in Sri Lanka.

**Position : Accountant**

**Period** : From August 2014 up to Date

1.2 **Company** : Koshiba Leasing Company LTD.,

No.367, 26th Mile Post, Kandy Road, Nittambuwa.

**Nature of Company** : Incorporated public Company providing leasing

and financial services in Sri Lanka.

**Position : Assistant Accountant**

**Period** : From November 2007 up August 2014.

**Duties & Responsibilities**

Responsible for handling of all accounting functions such as

 Coordinating with Central Bank

 Financial Reporting

 Fund Management & Budgeting.

 Monitoring of customer accounts and Recoveries

 Handling of Payments.

 Staff Salaries.

 EPF/ETF/VAT/NBT/Tax Maters…. etc.

 Bank accounts handling

 All the reconciliation works such as bank accounts, head office and branches control accounts, customer control accounts.

 Vehicle Importing

|  |  |  |
| --- | --- | --- |
| 2.1 | **Company** : | JMC Jayasekara Management Centre (Pvt) Ltd |
|  |  | No.136, Yakkala Road, Gampaha. |
|  | **Nature of Company** : | Incorporated Professional Educational Centre. |
|  | **Position** : | **Branch Accountant** |
|  | **Period** : | From May 2005 up August 2007. **(2 years)** |

**Duties & Responsibilities**

Responsible for handling of all accounting functions such as

 Bank accounts handling & reconciliation

 Petty Cash handling

 Handling of Payments

 Staff Salaries

 Prepare the Branch Account

 Maintenance Fixed Assets register

|  |  |  |
| --- | --- | --- |
| 2.2 | **Company** : | JMC Jayasekara Management Centre (Pvt) Ltd |
|  |  | No. 65/2A, Chittampalam Gardiner Mw, Colombo 2. |
|  | **Nature of Company:** | Incorporated Professional Educational Centre |
|  | **Position** : | **Assistant Accounts** |
|  | **Period** : | From December 2003 up May 2005 **(1 & ½ years)** |

**Duties & Responsibilities:**

Responsible for handling of all accounting functions such as

 Bank accounts handling & reconciliation

 Petty Cash handling

 Handling of Payments

 Staff Salaries

 Ledger Posting, GL Closing & Cash Book / Bank Book updating

 Maintenance Fixed Assets register

 EPF/ETF/Tax Maters…. Etc.

**PROFESSIONAL QUALIFICATIONS**

 I have successfully completed foundation and intermediate examinations The

Associations of Accounting Technicians of Sri Lanka.

 I have successfully completed BSc Business Administrations 1st Year, 2nd Year examinations In Sri Jayewardenapura University of Sri Lanka.

(3rd Year Result Pending)

**1st Year 2nd Year**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Grade** | **Subject** | **Grade** |
| Accounting | B | Economics (Macro) | B |
| Business Management | C | Management Accounting | C |
| Economics (Micro) | C | Business Statistics | C |
| Mathematics | C | Financial Management | C |
| Marketing | C | Organization Behaviour | C |
| Business Law | C | Human Resource Management | C |

COMPUTER SKILLS

 I have successfully completed a course of Diploma in Computerized Accounting in

JMC Jayasekara Management Centre (Pvt) Ltd. Course Content

ACCPAC QUICK BOOK M.Y.O.B TALLY

 I have hands on experience in M.Y.O.B Accounting Package, MS Office Packages and working in fully computerized environment

EDUCATIONAL QUALIFICATIONS

**G.C.E. (Advanced Level) Examination in 2003**

***Subject Grade***

Economics C Commerce C Accountancy C

**G.C.E. (Ordinary Level) Examination in 2000**

***Subject Grade***

|  |  |  |
| --- | --- | --- |
| Mathematics I,II | D,C |  |
| Sinhala Langue | D |
| Science I,II | C,C |
| Buddhism | C |
| Social Studies | C |
| Agriculture | C |
| Music | S |
| English Language | S |
| NON RELATED REFEREES |  |  |
| Mrs.Ayomi Rathnayaka  Attorney-At-Law & Notary Public  No.10, 1st Lane, Warakapola.  Tel: 035-2267560 |  | Mr.T.M.C.L.B.Thennakoon  Director  Koshiba Leasing Co Ltd, No.367, 26th Mile Post, Kandy Rd, Nittambuwa.  Tel: 071-6480144 |

I would like to inform you that the above particulars given by me are true and correct,

if I am selected, I shall endeavor to do all the duties entrusted to me promptly and efficiently.



Signature …………………….. Date……………………………