|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dilruwan Dabare**  C:\Users\Dilruwan\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\DIL PIC.JPG  **Address**  136/3A Mahabodhiya Mawatha Mahara  Kadawatha.  **Contact Details**  Mobile : 973 36222814  Mobile : 0773 104 817  Tel : 011 2921139  E-mail : [dida\_lk@yahoo.com](mailto:dida_lk@yahoo.com)  **Personal Details**  Age : 43 Years  Sex : Male  Marital Status : Married    **Referees**  Mr. K Sivanesan  Partner – Tax  Amarasekara &Co,  Chartered Accountants  12, Rotunda Gardens  Colombo 03.  Tel. 011 2432012  Mobile 0712371169  Mr.Gamini Wickramasinghe  Managing Director  Informatics (Pvt) Ltd  104 Kithulwatta Rd  Colombo 08.  Mobile. 0772244845 | **Education and Qualifications**   |  |  | | --- | --- | | **1997** | **University of Sri Jayawardenapura, Sri Lanka**  Bachelor of Commerce (Special) 2nd Class Upper Division | | **2004** | **University of Colombo, Sri Lanka**  Diploma in Business Administration | | **2004**  **1998** | **Society of Certified Management Accountants of Sri Lanka.**  Diploma in Accountancy    **Association of Accounting Technicians of** Sri Lanka  Associate Member |   **Professional Experience**   |  |  | | --- | --- | | **2012 July**  **Up to date**  **2010 Dec.**  **2012 June**  **2009 Mar**  **2009 Oct** | **Maggies Café – Bahrain**  The group is include four restaurants around the city of Manama as Adliya, Salmaniya and Bahrain International Karting Circuit and Air Condition Service Company.  **Manager Operations/Chief Accountant**   * Ensure the timely and accurate maintain of the financial reports of the company * Implement, Maintain and monitor accounting policies and procedures of finance and administration * Implement , maintain and monitor effective controls over companies financial operation and administration * Oversee and manage all banking relationships on behalf of company * Maintain accurate and complete files and comply with the organization framework of company * Communicate all issues surrounding of business to the managing Director on regular basis.   **World Vision Lanka**  World Vision Lanka is a child focused Christian humanitarian organization established in 1977. It is governed by local board of directors with representation from World Vision International Partnership. Accountant – Padiyathalawa ADP  * Allocation of Project Funds * Planning, preparation and monitoring of annual budgets * Operation of Internal Controls at ADP * Collaborating and Networking * Asset Administration at the Projects   **CEC Ltd - UK**  Well-known Foreign Exchange and money transfer to the world wide company in Central London. Finance Assistant  * Prepared monthly management accounts. * Accounts payable and receivable * Handled foreign currency deals. * Processed fund transfers * Verified Currency stocks at all the branches as weekly basis. | | **2007 Oct**  **2008 Dec** | **Instyle Aluminium Fabricators (Pvt) Ltd**  Leading construction and aluminium/glass fabrication Company involving in business out of the country such as in Dubai and Maldives. Accountant  * Prepared monthly management accounts & submitted to Board of directors with proposed solutions for negative variances * Planned budgets, prepared forecasts, monitored the financial performance; revised budgets based on market conditions and prepared cash budgets in order to forecast future cash flows * Redesigned and implemented the departmental controls in order to follow correct procedures * Improved the financial performance by efficient working capital management through negotiation with the suppliers for longer credit and a reduced raw material holding period * Evaluated the cost and revenue of customers and territories to ensure the profitability * Planned budget for 2009 based on market conditions and prepared realistic forecast projection in order to ensure viability of the business with tough market condition * Generally includes, general co-ordination of various institutions and the clients, maintenance of office and factories, HR matters and vehicle movements etc. | | **2000 Aug**  **2007 Oct** | **Industrial and Financial Systems Ltd**  Swedish multinational involved in developing IFS ERP Application.  **Accountant**   * Prepared of monthly management accounts pack and submitted to IFS Sweden within 3 days after the month end * Prepared accrual, prepayments, variance analysis, inter company reconciliation, balance sheet reconciliation schedules and approved month end and year end journal entries created by assistants * Provided statistical information to information bureau * Liaised with Year end PWC auditors and prepared Year End audit file * Submitted timely Tax return and resolved matters with Inland Revenue * Authorization all journals including accruals and prepayments and liaised with KPMG auditors * Completion and return of EPF & ETF information and handled matters with Dep. Of Labour * Safeguarded financial resources through verification and authorization of all the payments * Prepared salaries for staff and other statutory payments | | **1995 June**  **2000 Aug** | **Aitken Spence Hotel Management (Pvt) Ltd**  Aitken Spence PLC is a leading diversified blue-chip conglomerate with major interests in Hotels, travel & Tourism, Logistic Solutions and Power Generation.  **Accounts Executive**   * Manage and review all procedures to assure that Generally Accepted Accounting Principles are complied with * Manage respective areas accounting procedures and performance as it relates to monthly closing of the Company’s books to assure an accurate and timely closing * Responsible for the financial aspects of the organisation and maintenance of all financial records including those related to various bank accounts operated and to insure that the bank statements are at all times balanced with the record entries * Administration of major new project including: Ensuring costs are accounted for correctly, Production of monthly reports for managers * Month end journals, including: Accruals & prepayments, Revaluations, and Balance sheet reconciliations * Control and management of debtors, liaising with them to ensure invoices are paid according to our terms and conditions | |  |  | | **1991 May 1993 July** | **Amarasekara & Co.**  Chartered Accountants.  **Accounts Trainee/Auditor**   * Engaged in audit as well as accounting and management assignments in leading multinational and listed companies * Carried out investigations, preparation and review of consolidated financial statements * Reviewed and studied the accounting and internal control systems, and involved to prepare management Reports to the Board of Directors based on the evaluation carried out on the accounting systems and operations |   Additional Skills and Experience   |  |  | | --- | --- | | Computer Literacy | ERP Applications – IFS financial, Cognos, Frango  Other applications – QuickBook, Accpac, Microsoft Officel |   Interests  Reading books, travelling, playing rugby and cricket, watching news, sports and movies |