

Name With Initials : Madhawa W.T

Address: 32/1,Uduhulpotha,Badulla Road, Bandarawela,Sri Lanka.

Tel. No: Residence +94776294204

E-mail:madhawawt@gmail.com

1. **Personal Profile**

Name In Full : Withanage Tharindu Madhawa

Date of Birth : 30th December 1989

Gender : Male.

Nationality : Sri Lankan

Civil Sates : Single.

N.I.C. No. : 893653910 V

1. **CAREER HISTORY**

**Accounts Assistant**  
Beira Enviro Solutions (Pvt) Ltd. (BOI Approved factory-Sri Lanka) Since 2011  
Work duties:

|  |
| --- |
| All Account controlling via ERP system |
| * Petty cash Accounts Controlling |
| * Local Purchase Accounts Controlling |
| Accounting Documents Handling |
| * Purchase Oder |
| * Good Received Note |
| * Good Transfer Note |
| * SVAT, TAX Invoices. Etc. |
| * Bank statement |
| * Finance and Accounting monthly report timely submission to Director of Finance |
| * Finance Year basically All Accounting and Finance works handling. |
| cash Handling |
| * Petty cash Controlling |
| * Local Purchase cash Controlling |
| * Local Sale cash Handling |
| Experienced in ISO Certification, Requirement, Improvement and 5S Procedure |
| Preparing HR related Documents (Attendance Sheets, New Employee Data Sheets Etc..) |
| Handling HR related works |
| * Co-ordinate with HR department about worker’s salary, Leave, EPE/ETF/B-card etc…. |
| * Handling indirect wages |
| * Handling worker’s welfare matters |
| * Administrative Authorizing ( T & A System ) |

**Job Skills Development Training**  
Bank of Ceylon (Bandarawela- Sri Lanka)08/03/2011 - 02/09/2011  
Work duties:

|  |
| --- |
| Deposit & Clearing operations. |
| * All works related to CHQ Deposit |
| * All works related to CHQ Clearing and CHQ returns |
| Customers Service in the Front office. |

**Qualified AAT Foundation** (Student registration no: 2009159366)

1. **Professional Qualification**

|  |  |
| --- | --- |
| Subject | Grade |
| Basic Accounting | **B** |
| Business Mathematics and Statistics | **C** |
| Economics | **C** |
| Commerce | **C** |

**Qualified AAT Intermediate**

|  |  |
| --- | --- |
| Subject | Grade |
| Accounting & Control Systems | **D** |
| Information Management & Application in Business | **D** |
| Business Law and Management | **C** |
| Business Communication-1 | **B** |

**Followed Certificate in Banking & Finance (CBF) Examination**. (Student registration no: 20026519)

|  |  |
| --- | --- |
| Subject | Grade |
| Financial Services Environment | **C** |
| Economics | **C** |
| General Principles of Law | **C** |

**4. ACADEMIC QUALIFICATIONS**

School B.D/Bandarawela Madya Maha Vidyalaya  
Qualifications gained and grades G.C.E. (A/L) Examination Successfully completed (Index No: 61745)

**5. Non-Related Referees**

1. Mr. R.M.A.S.Rathnayake

(Assistant Manager)

Beira Enviro Solutions (pvt) ltd

Batuwita Rd,

Mawgama,

Horana

Sri Lanka.

+9477-7779045

1. Mrs. D.I.M Kirthirathna

(Executive Officer).

Bank of Ceylon

Bandarawela

Sri Lanka.

057-2222292

I here by certify that above particulars by me in this CV are true and correct to the best of my knowledge.

Date W.T.Madhawa