Curriculum Vitae

**Labuna Hewagamage Chandrika**

Address : No.442/6c, Makola North, Makola

Telephone No : 077-6594854 / 2964291

Email : chandrika1020@gmail.com

Date of Birth : 05th March 1960

Civil Status : Married

Nationality : Singhalese

Sex : Female

Schools Attended : Buddhist Ladies College

Gothami Balika Vidyalaya

**Personal Statement**

Extremely I am interested to begin my career as a secretary / business co-ordinator in any industry but especially in financial and account sector. I have developed an interest in the role of finance within business. In the same way I believe that I will be able to show that I am a keen, self – motivated and determined individual in obtaining my goals.

**Skills**

Team working skills

Interpersonal skills

Text processing skills

Conversant in English & Sinhala

Ability to work in computerized environment

Keeping myself updated with the current affairs around the world

**Educational Qualifications**

**General Certificate of Education (Advanced Level 1st sitting)**

Chemistry B

Botany C

Physics S

Zoology S

**General Certificate of Education (Ordinary Level 1st sitting)**

Pure Mathematics D

Applied Mathematics D

English Language C

National Language C

Buddhism C

Biology C

Chemistry C

Physics C

**Professional Qualifications**

* Preliminary Examination of the Chartered Accountants of Sri Lanka
* Certificated Course Human Recourses Management (IPM)
* Advanced Certificate Course AccPac Accounting Package (Zillion Systems)

**Other Qualifications**

* Ms Office – IDM
* Merchandising Course – University of Moratuwa
* Knowledge in Computer Accounting Packages (Quick Books, Ex generations, AccPac)
* Pay Roll Package – (Electro Soft)
* Completed Diploma in Airline Reservation Ticketing & Marketing With Amadeus – GDS (International Airline Ticketing Academy)

**Experience**

Over 15 years experience as an Assistant Accountant in carrying out the following functions.

1. Preparation of Monthly Accounts and Final Accounts
2. Handling of Cash Imprest Rs.1000000/-
3. Preparation of Salaries (Manually and Computerized)
4. Preparation of E.P.F and E.T.F, P.A.Y.E. Returns,
5. Handling Import and Exports documentation (Opening LCs & Negotiating LCs)

Over 5 years experience as Secretary in carrying out the following functions.

1. Assisting in All Correspondence (Incoming And Outgoing)
2. Co-ordinating and Recording (Mail , Email & Faxes)
3. Managing of All Documents (Coding, Filling & Copying)
4. Attending incoming calls and Co-ordinating with the relevant departments.
5. Assisting Human Resource Manager (issuing appointment letters, increment letters, and all other relevant documentation)

**Positions Held**

* Assistant Accountant (Garment Buying Office, Garment Manufacturing & International Trading – 15 Years)
* Assistant HR Manager / co-ordinator –(one year Garment Manufacturing)
* Secretary to Credit Manager (Five Star Hotel Colombo)
* Secretary to Finance Consultant (Travel Trade)

**Referees**

Mr. S. Wijekoon Mr. Laju Dhansingani

Managing Director Director

Swiss Lioyd Ltd Moolchands, Co – 03

30th Floor, WTC

I hereby certify that the above informations are true and correct.

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**L.H. Chandrika**