**M.R.C.L. CHANDRABANDARA**



361, Colombo Road,

Peradeniya

Sri Lanka.

T/P Res: 0094 - 0812 - 387668

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lcharuka@gmail.com

**OBJECT**

To pursue the challenging diverse and dynamic job in a growing organization with opportunities to

utilize talents. To improve technical, personal and interpersonal skills.

**PROFESSIONAL QUALIFICATIONS**

* I have 1 ½ years experience as a **Multi Duty Clerk** of Sales Office of A. Baur & Co. Ltd. since

15th March 2004 to 02nd November 2005.

* Handled General Secretarial works.
* Market Survey Reports.
* Prepared Indents and Import Approvals.
* Pre-shipment and Post-shipment costing and Pricings.
* Entered Material Issue Notes (MINs) and Bulk to the AS 400 System.
* Managed all products, principal and other files.
* Handled Agro Chemical Customers, Credit Checking and Invoicing.
* Stock movements weekly.
* Did memos, letters, e-mails and facsimiles.
* I have 3 years experience as an **Accounts Clerk** of Kandy Management Consultant (N. M. Amunugama & Co. Chartered Accountants) in Kandy August 2006 to July 2009.
* Handled Audits & Final Accounts.
* I am working as an **Accounts Assistant** in Non Government Organization since August 2009.
* Handling Project Accounts funded by,
* **UNFPA** - Projects of Nuwara Eliya, Vavuniya, Batticaloa & Mannar Districts (**U**nited **N**ations **P**opulation **F**und)
* **SLCT** Project (**S**hining **L**ight **C**hildren's **T**rust)
* **KNH** (**K**inder-**N**ot-**H**ilfe)

**OTHER QUALIFICATIONS**

* **Certified Business Accountant** (**CBA**) of the **I**nstitute of **C**hartered **A**ccountantsof **S**ri **L**anka (**ICASL**).
* Successfully passed **Intermediate level Examination** of the **I**nstitute of **C**hartered **A**ccountantsof

**S**ri **L**anka (**ICASL**).

* **M**ember of **A**ssociation of **A**ccounting **T**echnicians of Sri Lanka (**MAAT**).
* Successfully **completed** all Examinations of the **A**ssociation of **A**ccounting **T**echnicians of Sri Lanka (**AAT**).
* Successfully completed six months **Office Computer Training** for employees at **Kandy Management Consultant Ltd.** It has covered,
* Introduction to Hardware and Software.
* Documentation.
* Sinhala/English Typing.
* Introduction to Spread sheet Management.
* Basics of Computer Operating and using Multimedia.
* **Quick Book** & **Ex-next Generation** Accounting Packages.
  + Have a **Driving Licence** (CC 1).

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# EXTRA CURRICULAM ACTIVITIES

* Member of the **School Girl Guide Society** since 1996 to 2001.
* Captain of the **School Advanced Level Project** since 1999 to 2001.
* Participated to **Group Events** on every years of the Sports Meet.
* An active member of the **School Addict Society**.
* An active member of the **School English Literature Society**.
* An active member of the **School Sinhala Literature Society**.

**EDUCATIONAL QUALIFICATIONS**

**G.C.E. (O/L) - 1998 Index No. - 83986626**

Music : **D** Buddhism: **C**

Mathematics : **C** Social Studies : **C**

English : **C** Commerce & Accounts : **C**

Sinhala  : **C** Science : **S**

**G.C.E. (A/L) - 2001 Index No. - 5616441**

Accounting : **C**

Economics : **C**

Business Studies : **C Avg. Z - score : 0.4264 P**

**PERSONAL DETAILS**

Name in full : **M**adde **R**alalage **C**haruka **L**asanthi **C**handrabandara

Date of birth : 27th March 1982

Nationality : Sri Lankan

NIC No. : 825874127 V

Gender : Female

Schools attended : Sarasavi Uyana Maha Vidyalaya/Kandy

Good Shepherd Convent/Kandy

**NON RELATED REFEREES**

Mr. Chandima Athukorala Mr. Dayananda De Alwis

**General Manager Director**

A. Baur & Co. Ltd. Kandy Management Consultant Ltd.

Sales Office (N. M. Amunugama & Co. Chartered Accountants)

# 260, Biyagama Road, # 117, Kotugodella Veediya,

Kelaniya Kandy

**Ext** : 0114 - 732306/308 **Office** : 0814 - 934301

0114 - 818992

**Mobile** : 0773 - 025516 **Mobile** : 0777 - 302786

I hereby certify that the information furnished here is true and accurate to the best of my knowledge.

23.11.2015 M. R. C. L. Chandrabandara

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