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| E-mail:  chamilabandara10@gmail.com    Mobile : 071-3075272 | Chamila Priyadarshani Bandara  No: 17  Wanduramulla Wathta  Panadura |
| OBJECTIVE | Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success. |
| EDUCATION |  |
|  | AAT Institute |
|  | I have completed 2 parts of AAT exams |
|  | British Colombia Academy |
|  | I have completed MS office Diploma |
|  | Sri Jayewardenepura Campus |
|  | Now Following BS.C Degree in Sri Jayewardenepura Campus |
|  | H/Don Pedric M.V |
|  | **G.C.E Advanced Level Examination in 2008 (Index No: 7497539)**  Economics C  Business Studies C  Accounting S  **G.C.E Ordinary Level Examination in 2005 (Index No: 50874365)**  Sinhala B  Buddhism C  Sinhala Lit. C  Social Studies C  Science S  Mathematics C  English C  Accounting C  History S  Art B |
| WORK EXPERIENCE |  |
|  | **IronOne Technologies (Pvt) Ltd (From 18th March 2013 to present )**  **Designation:** Administrative Executive  **Duties and Responsibilities:**   * Sending out bills and invoices to vendors and suppliers in a specified time frame. * Preparing cheques and associated reports timely as required by the agency policies and schedule. * Maintaining and scrutinize accounts payable sub-ledger journals for compilation of General Ledger monthly. * Entering and updating records of cheques, cash and Demand drafts or invoices to accounting software regularly. * Maintaining accounting adjustment forms. * Recording staff absenteeism. * Maintaining office files and creating the datab*a*se for easy access. * Maintaining records of confidential files and miscellaneous information. * Preparing documents and reports on the computer |
| EXTRACURRICULAR ACTIVITIES |  |
|  | * Active member of school prefect team * Active member of Commerce Association. * Member of school sport team |
| LANGUAGES SKILLS |  |
|  | |  |  |  |  | | --- | --- | --- | --- | | **Language** | **Writing** | **Speaking** | **Typing** | | Sinhala | Excellent | Excellent | Good | | English | Good | Good | Good | |
| PERSONAL DETAILS |  |
|  | Full Name : Chamila Priyadarshani Bandara  Date of Birth : 10th November 1989  National ID Number : 898152456V  Gender : Female  Religion : Buddhism  Nationality : Sri Lankan  Civil Status : Single |
| REFERENCE |  |
|  | * **Ms. Srimanthi Fernando**   Senior Accountant  IronOne Technologies (Pvt) Ltd  5th Floor  IBM Building 1  48,Nawam Mawatha  Colombo 02  Tel: 077-1072278  E-mail: srimanthif@irononetech.com   * **Rajitha Kuruppumulle**   Chief Operating Officer  IronOne Technologies (Pvt) Ltd  5th Floor  IBM Building 1  48,Nawam Mawatha  Colombo 02  Tel: 0112300500  E-mail: rajithau@irononetech.com |
| I feel confident in my ability to perform any task and would love the opportunity to prove that ability to you. Aside from the skills and qualifications I described above, there are many others listed on my capacity that I think would make me a great fit for this position. I would greatly appreciate the privilege of talking them over with you in more detail. In the meantime, thank you for any time and effort you take in reviewing my application.  I hereby certify that, above mentioned particulars are true and correct for the best of my knowledge.  Chamila Priyadarshani Bandara | |
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