**Mudith Perera**

**344/8,Hadala Road,Wattala,Sri lanka**

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**Career Objective**

Recent accounting graduate looking for a position in accounting and finance where I can utilize my skills put my learning into practice and make a contribution. I am eager to learn, and excited about beginning my career in this dynamic industry.

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**Communication and teamwork**  
Able to communicate effectively in a professional business manner and as a member of a team. My strong interpersonal skills mean that I am comfortable working with diverse groups of people in a confident and friendly manner.

Strong written and verbal communication skills acquired through study and work.   
  
**Ability to meet deadlines and work under pressure**   
Working while studying a full-time bachelor degree has given me the time management skills to multitask and work under pressure. I am driven to meet deadlines while maintaining accuracy, and have never been late with an assignment.   
  
**Enthusiastic, hard-working and eager to learn**   
Reliable and trustworthy, with a strong work ethic and values. A high achiever; received university study grants every year from 2006to 2012   
  
**Technical skills**

Having used Excel extensively whilst studying, I have a deep knowledge of formulas and macros. I am able to use this in a professional environment to build reports and conduct data analysis. During my time studying, I’ve also developed an intermediate knowledge of QuickBooks and MYOBs ,Microsoft Office 2010 (Excel, Access, Word, PowerPoint), QuickBooks, Analytical tools like SPSS, e-views  
  
**Language skills**   
Fluent in spoken and written English

**Employment History**

**October 2008– December 2013(part time)  
Fairgo(pvt) Ltd**

**Melbourne, AU**

**Project coordinator**

**Responsibilities:**

* Reported directly to the chief accountant and the owner
* Knowledge of bookkeeping, Budget forecasting, invoicing, stock control, debtor management and ledger balancing, including accounts payable and receivable, reconciliations, payroll
* Fair knowledge of accounts receivable/payable and end-of-month reconciliation
* Remitted cheques and cash to the bank
* Made purchases, preparing invoices.
* Assisting to maintain confidential documents and records& managed internal and external correspondence and emails
* Provided customer service and handled customer & workers queries

**ABC Pharma Ltd**

**Sri Lanka**

**Marketing Coordinator** promoted as a **Business Unit Manager**

January 2006– December 2008

I managed a marketing team of ten, delivering a consistently high standard of customer service as befitting one of the largest groups in Sri Lanka operating within a fast-paced industry that delivers new challenges and opportunities each day.

**Responsibilities**:

* Implements marketing and advertising campaigns by assembling and analysing sales forecasts
* Variance analysis and assisting with the year-end and month-end processes
* Assisting with budgeting, forecasting and institutional handling.
* Tracks product line sales and costs by analysing and entering sales, expense, and new business data.
* Working closely with the manager to ensure the daily targets are achieved and reviewed
* Handling customer complaints and queries

**Achievements:**

* Built a reputation as a reliable worker who takes initiative in their role and who can cope with a steep learning curve
* Developed proficiency in Excel and MYOB

**OH&S Aware and First Aid Officer**

Working in a Pharmaceutical company means that safety is an extremely important issue. I have a thorough understanding of OH&S issues and I currently hold a White-Card for OH&S

**Education**

**Deakin University, Melbourne**

2008– 2012

**Bachelor of Commerce**

Majors in Accounting and Finance and Quantitative Business Analysis (**Econometrics)**

**To prepare CFA exam level 1**

Graduated: 2012

**Memberships**

**Deakin University Sri Lankan Students’ Association (DUSLSA)**

Sponsorship Officer

March 2011 – October 2011

**Responsibilities**:

* Recruiting new members into the association during orientation week
* Administrative responsibilities such as holding Annual General Meetings and recording minutes at regular committee meetings
* Identifying key skills in committee members to facilitate effective delegation of tasks
* Event management and promotion
* Pitching to potential sponsors and maintaining regular communication to ensure the association fulfils its sponsorship obligations
* Formulation and successful implementation of a new handover process to ensure
* Effective knowledge transfer between outgoing club executives and new committee members.

**Thurstan College, Sri Lanka**

* President of the Sinhala Literary Association 2004
* School Games Vice Captain 2004
* Captain the School Cricket Team 2001
* Vice-Captain the School Cricket Team 2000
* Main Organizer of the Aeronautical and Marine Society 2004-2004
* Played 1st XI Cricket team in 2002,2003,2004
* Played 1st XV Rugby Team in 2003

**Interests**

Cricket and Rugby, photography and Singing and playing drums with mates

**References**

References are available on request.