R.P.L.Randunu,

125, Barawawila,

Divulapitiya,

10th March 2015

Human Resources Manager,

Dear Sir/Madam,

**Application for the Post of Accountant /Assistant Accountant**

I feel I have the necessary qualifications and experience for the above post. As a person who is capable of working with minimum supervision, I am sure I can render a better service for the betterment of your company with educational qualifications the professional experience I have gained during the past few years.

I assure you my loyalty, dedication and diligence in performing my duties entrusted to me to fullest satisfaction of my superiors. If you find favor with my application, I shall be only too glad to present myself for an interview with the necessary certificates.

Thanking you,

Yours Faithfully,

R. P. L. Randunu

***R.P.L.Randunu***

***No 24 /15 B, Balapokuna Purana Vihara Road,***

***Kirulapona, Colombo 06.***

*+94-077-8368234*

[*randunul@yahoo.com*](mailto:randunul@yahoo.com)

**PROFILE SUMMERY**

“To be a dynamic professional, working in challenging environments that would enable me to enhance and utilize my skills and innate abilities in the, Financing & Accounting and corporate sectors successfully, leading to self-development and career progression in the fields of the same”

Can undertake difficult mandates and meet tight deadlines. Personal qualities include: rigorous, positive, good-problem-solver, autonomous, persistent, adaptable and driven. Other skills include:

•Financial Reporting •Fund Management • Financial Statement Analysis•LKASs•ERP Usage •System & Controls•Budgeting •Working Capital Managements

**EDUCATION**

**Professional Qualification**

* Successfully completed up to two subjects in Strategic level ll of courseconducted by CASL and expecting to complete remaining two subjects in June2015 examination.
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**Educational Qualification**

ACADEMIC EDUCATION PROFILE IN BRIEF

* B.Sc. Finance (special) Degree - 2006 To 2010

Completed above degree program with a Second Class (Upper Division) in the

Faculty of Management Studies & Commerce.

University of Sri Jayewardenepura, Gangodawila, Nugegoda.

* **G.C.E. A/L in Commerce Stream (April 2004)**

Three ‘A’ passes for Accounting, Economics & Business Studies.

District Rank – 023.Island Rank – 0200.

President’s Collage, Minuwangoda.

* **G.C.E. O/L (December 2000)**

Nine ‘D’s, One ‘C’

President’s Collage, Minuwangoda

**WORKING EXPERIENCE**

**Brown & Company PLC**

**Browns Group Industries (Pvt) Ltd. – (Boiler division)**

**Accountant [October 2012 – Present]**

**1. Browns Industrial Park Ltd**

**Accounts Executive /Accountant - Responsibilities**

* Handling the Accounting functions of the company and Monitoring monthly and annual Financial Statements in accordance with LKAS’s.
* Implementation and monitoring of internal control systems in order to secure the interest of stakeholders.
* Fund Managements &Cash flow management in order to minimize the company’s finance cost to achieve profit targets by streamlining debt collection & arranging fund transfers.
* Liaising with External and Internal auditors and authorities for the finalization of annual audit.
* Dealing with Banks & other financialinstitutions for obtaining loans &arranging the Letter of Credits.
* Preparation of budgets and variance analysis.(Reporting to SVP,CEO & GM)
* Handling Tax matters (VAT, NBT, ESC, Income Tax)
* Preparation of costing for imported items & local purchasing.
* Supervision of fixed asset registers and reviewing the computation of depreciation.
* Financial reporting with regard to investment property valuation.
* Preparation of bank reconciliations and monitoring transactions with banks.

**2. Browns Group Industries (Pvt) Ltd**

**Accounts Executive - Responsibilities**

* Identifying financial transactions & entering them to ERP system.(AX system)
* Preparation of budgets and variance analysis for monthly management review
* Dealing with Tax matters (VAT, NBT, ESC, Income Tax)
* Liaising with External and Internal auditors and statutory authorities of Sri Lanka ensuring compliance with statutory provisions.
* Dealing with bank & other financial institutions for LC facilities.
* Administration of payroll system.
* Reconciliationof intercompany balances & transactions.

**3. People’s Bank (Maradagahmula)**

**Banking Assistant – From 01.02.2005 31.01.2006**

I was attached to Peoples Bank from March 2005 to Dec 2006 as a Trainee Bank Assistant. During my one year of training I Performed Front Office and Back Office operations, while enhancing customer satisfaction in a fully computerized environment.

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**Jayasinghe& Company**

**External Audit-Assurance [May 2009 – September 2012]**

**Audit Supervisor - Responsibilities:**

* Overall responsibility for the completion of the audit in accordance with the firm’ methodology by ensuring the quality of service.
* Directly responsible for proper planning, conducting and timely completion of field work and reporting requirements in accordance with preset deadlines.
* Identifying client’s strategic business risks and controls to mitigate them and deciding on financial statement implications.
* Allocation of staff as per the plan and guiding, directing & reviewing workings to achieve the audit objective.
* Reporting the progress and the matters arising from the audit to the Partner and resolve the issues.
* Advice client on various tax issues such as Income Tax, Turnover Tax, VAT, and NBT.
* Circulationwith Inland Revenue regarding the Tax matters.

**Audit Senior - Responsibilities:**

* Planning, conducting and finalization of audits of financial statements of various types of organizations operating in different industries including Banking, Finance, Manufacturing, Processing, Investments, Trading and Services.
* Providing guidance to other members of the audit team on the performance of their duties and review of their work.
* Preparation / review of financial statements, auditors’ reports to the members and other reports in accordance with relevant standards and legislations.
* Liaison and co-ordination with client management on all instances in respect of the audit, accounting, tax and client service matters.
* Preparation of management letters and other specific reports as requested by the client, discussion and finalization of the same with client management.

**EXTRA CURRICULAR ACTIVITIES**

* Secretary of the School Debate Association (2003)
* Captain of the School Debate Team (2003)
* Secretary of the Literary Association (2002)
* Head Prefect of the Advance Level – Commerce Section 2003 –President Collage
* Head Prefect of the Sri WijethungaDhamma School (2002)
* First and Second places of oratorical contests at Divisional Level ( School and Dhamma School)
* Sports-(First and Second Places in School and Divisional Sports Competitions)- Running, Put Shot, Discus Throw, Volley Ball)
* Deputy Secretary of the School Commerce Society (2003-2004)
* Member Of the School Eastern Music Band

**PERSONAL DETAILS**

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| **Date of Birth** | 30thOctober 1984 |
| **Sex** | Female |
| **Civil Status** | Single |
| **Nationality** | Sri Lankan |
| **NIC No.** | 848041793V |
| **Religion** | Buddhist |
| **Postal Address** | No 125, Barawavila,Divulapitiya. |
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**NON RELATED REFFREES**

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| --- | --- |
| **Name:** | Mr. Terans Gunawardena (Bsc.) |
| **Designation:** | The Lecturer,  Department of EMV,  University of Sri Jayewardenepura, |
| **Address:** | Gangodawila, Nugegoda,  Sri Lanka |
| **Email:** | teransemv@gmail.com |
| **Tel No.:** | 0094-11-2-803343 / 071 -3238188 |

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| --- | --- |
| **Name:** | Mr. L. D. A. Jayasinghe (FCA, FCMA) |
| **Designation:** | Precedent Partner,  Jayasinghe & Co., Chartered Accountants |
| **Address:** | 94/12, Kirulapone Avenue,  Colombo 05. |
| **Email:** | Email : [asoka@aajco.lk](mailto:asoka@aajco.lk) |
| **Tel No.:** | Tel : 011-4362814 Mobile : 071-4819976 |

I do hereby certify that all information stated above is true and accurate for the best of my knowledge.

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R.P.L.Randunu 21.01.2014