Name **: -** Bataduwa Arachchige Dileepa Gothamee

Permanent Address **: -** “GOTHAMEE”, Ginimellagaha, Galle.

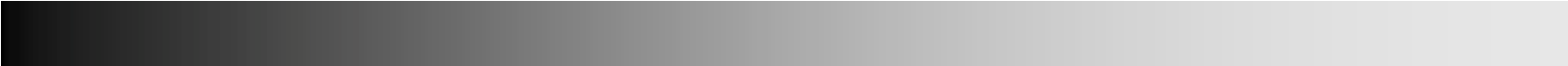
Present Address **: -** Galpotta Rd (1st Lane), Nawala, Rajagiriya.

E-mail **:-** badgothamee@gmail.com

Tel **: - No. 076 6796103**



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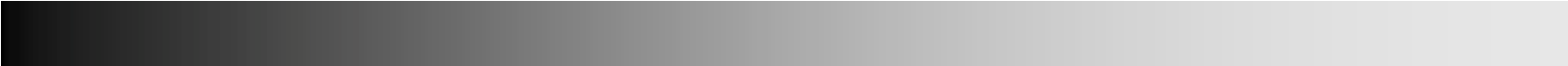
**CAREER OBJECTIVES**

I am looking for a greatest opportunity to work in reputed organization.

**PROFESSONAL and ACADAMIC QUALIFICATION**



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**ACADEMIC & PROFESSIONAL QUALIFICATION**

* Successfully completed the Bachelor of Science (BSc) **Business Administration (General) Degree (**External**)**, University of Sri Jayewardenepura.
* Successfully completed **Higher National Diploma in Accountancy**.
* Successfully completed the **AAT**

* Passed **G.C.E. Advanced Level Examination** – 2007

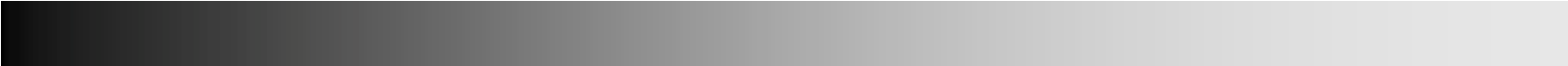
Christ Church Girls’ College, Baddegama.

* Passed **G.C.E. Ordinary Level Examination** – 2003,

G/ Ginimellagaha Maha Vidyalaya, Ginimellagaha.



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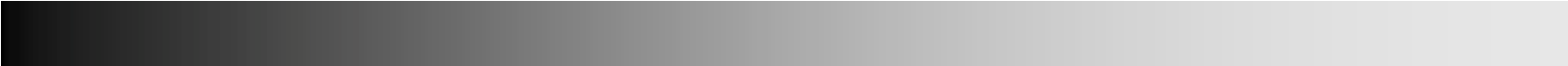


**WORK SUMMARY**

* Recorded company expenses.
* Arrange payments approvals forms and advance payment and Journal vouchers.
* Responsible for Programme budget.
* Posting the data in Quick Book.
* Maintain office Inventory and record.
* Maintain petty cash book and authorize payment done by cash.
* Preparing monthly Bank Reconciliation Statements.
* File and maintain a record of various supporting documents.
* Prepare and send Notices to all staff and Interns.
* Check district monthly program expenses.



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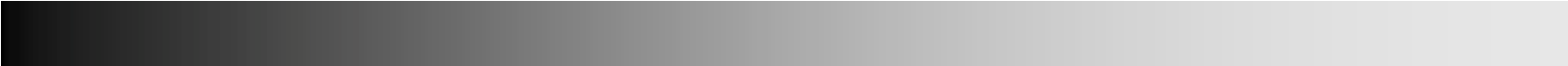


**SKILLS**

* Fair knowledge of MS Word, MS Excel, Internet and E-mail.
* Ability to work with accounting software like MY OB, Tally, Quick Book, and Peach Tree 2010.
* Knowledge of the accounting principles and book keeping.
* Ability to communicate effectively and coordinate work with other staff members for day to day activities.
* Having focus and dedication towards work.



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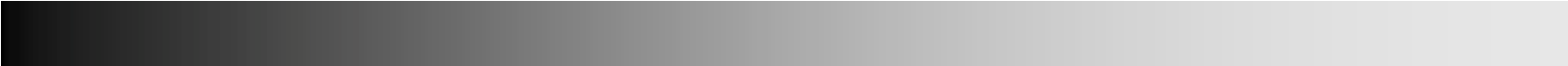


**WORKING PLACES**

* Worked as an Accounts trainee and Computer operator at office of the Director of Health Service – Galle District (6 months)
* Worked as an Accounts Trainee at Ceylon Electricity Board – Galle Branch (6 months)
* Worked as an Accounts Trainee at Department of Inland Revenue – Galle (6 months)
* I am working as an Admin and Finance Assistant at Foundation for Innovative Social Development (FISD) since 01/02/2013 – Nawala.



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**PERSONAL INFORMATION**

Date of Birth : - 20th November 1987

Gender : - Female

Nationality : - Sri Lanka

Gender : - Female

Age : - 27 Years

Civil Status : - Unmarried

I do hereby certify that the above particulars are true and accurate to the best of my knowledge.

Mr. S.M. Samarasekara Mr. T.P.G. Shakya Nanayakkara

Lecturer, General Secretory,

University of Moratuwa, FISD,

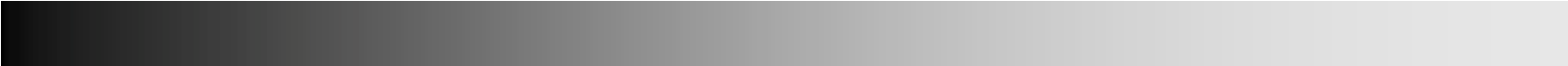
Moratuwa. 39/15, Angampitiya Road,

Pitakotte, Kotte.

Tel No – 071 8112277/0779341988 Tel No – 077 3786788



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**NON RELATED REFEREES**