

HETTIARACHCHIGE DON MAXIMAS CHATHURANGA

No. 302 B, Wellawatta, Pamunugama.

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OBJECTIVE

Obtain a responsible and rewarding career position in an organization that is fully incorporated with professional skills and goals. I also possess quick learning abilities, flexibility to adapt according to various situations while meeting my deadlines.

PROFESSIONAL EXPERIENCE

- ❖ **Company: DHL KEELLS PVT LTD, Colombo 02.**
Since May, 2010 to Present

Billing Agent – May, 2010 to September, 2014

As a Billing Agent my key responsibilities were,

- Duty billing done in timely manner (on-arrival, BOI & Formal) according to Customs declaration
- DTP billing & monitoring trace requests
- Maintaining the databases are up to date at all times & refresh in every month
- Finalize Cash sheet and OT Verification sheet same day & reconciliation the payments
- Monitor the duty billing shipments reports and reconcile Customs Payments

Credit Control Executive (Duty) – February, 2018 to Present

(Credit Control Agent (Duty) - October, 2014 to January, 2018)

As a Credit Control Executive my key responsibilities are,

- Ensure effective and efficient collection from customers
- Manage a portfolio of customers and ensure they comply with credit terms
- Handling all customer enquiries and complaints in a professional manner
- Reviewing account receivable ageing analysis and recommend appropriate action (stop credit, Re-activation)
- Providing pro-active account management by co-coordinating and liaising with relevant departments
- Calling customers to obtain payments and correcting adjustments on invoices
- Visiting the Customers to collect the cheques
- Sending copy documents to customers on their requests
- Monitor cash outstanding with operation staff

- ❖ **Company: LANKA MOUNTCASTLE PVT LTD, Wattala.**
Since 01st June, 2009 to 31st May, 2010

As an Accounts Assistance my key responsibilities were,

- Preparation of Payment Vouchers and Cheques
- Passing of entries for accrual of creditors
- Analysis of Expenses and allocating of common expenses to subsidiaries and department and passing debit notes for same
- Participated in the Annual Stock Taking carried out on 31st March and 01st Of April, 2010
- Assisted in packaging of salaries of factory workers for payment and remittance
- Active member in the implementation of ERP system developed by Design Soft Pvt Ltd., in the areas of creditors' payments and accrual of expenses and involved in the reconciliation of figures of the previous SAGE system and those of the ERP system for months in they were run parallel.
- Assisted in preparation of VAT documents and schedules as required by the department of Inland Revenue for a VAT audit.

- ❖ **Company: ORIT APPARELS LANKA PVT LTD, Avissawella.**
Since 03rd October, 2007 to 04th April, 2008

As a Recorder my job Objectives were to managed a denim sample room, issuing samples for production and keep maintaining with newly developed samples and co-ordination of samples development with relevant departments in an efficient way to meet production targets.

PROFESSIONAL QUALIFICATIONS

- ❖ **Advanced Professional Diploma in Credit Management of SLICM**
- Asian International Academy, Wellawatta

Module 01 - 2015

- Credit: an organizational perspective
- Principles of Law for Credit Management
- Principles of Credit Management
- Business Communication
- Application to Credit Management

Module 02 - 2016

- Principles of Law for Credit Management II
- Principles of Credit Management II
- Principles of Management and Human Resources Development
- International Trade and Finance

❖ **Higher Diploma in Business & Financial Management (SLQF-4/TVEC) – 2014**

- Aquinas University College, Colombo 08

Overall program was passed and GPA (Grade Point Average) is 1.80

- Managerial Finance
- Business Environment
- Business Management

❖ **Diploma in Financial Accounting – 2012**

- Aquinas University College, Colombo 08

Credit Pass for written examination and comprehensive assignment

❖ **G.C.E. (A/L) Examination – 2007 – Index: 4420896**

- Combine Math - S
- Physics - S
- English - S

❖ **G.C.E. (O/L) Examination – 2004 – Index: 30735416**

(Mathematics Stream)

Passed with 5 A's and 3 C's. *(Mathematics – A & English - C)*

OTHER QUALIFICATIONS

- ❖ Participated in a two day Training Program on Internal Quality Auditing as per ISO 9001:2000 Quality Management System, Conducted by Sri Lanka Standard Institution
- ❖ Participated in a practical training program as a Computer Operator conducted by Sri Lanka Telecom PLC

LANGUAGE & IT PROFICIENCY

- ❖ Followed a course of Associated Diploma in Computer Studies at Dambadeniya Development Foundation, ICT Center, Narammala
- ❖ Followed a course of Non-Linear Editing & 3D Animation at Ingrin Institute of Printing and Graphics Sri Lanka LTD, Colombo 10
- ❖ Participated in a practical training program of MS Excel 2007 & PowerPoint 2007 at Net Assist International Institute, Colombo 03 – Conducted by DHL Keells PVT LTD
- ❖ Excellent Interpersonal skills and Communication skills in English Language

EXTRA CURRICULAR ACTIVITIES

- Active member of Sri Lanka Red Cross Society, Pamunugama Unit
- Active member of Church Youth Societies
- Actively participated in Youth Leadership training programs

PERSONAL DETAILS

- Date of Birth - 13th April, 1987
- Nationality - Sri Lankan
- Civil Status - Married
- School - De Mazenod College, Kandana

REFREES

Mr. Praveen Jayawickrama
Customer Accounting Manager
DHL Keells PVT LTD
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I do hereby certify that the particulars given are true and accurate to the best of my knowledge.

Thank you,
Yours Sincerely,

Maximas Hettiarachchi