
M. W. A. STEPHAN FERNANDO

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🏠 No: 203, 'Mala' Niwasa, Duwa, Negombo.

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CAREER OBJECTIVE

I am focused on providing strategic support to achieving business objectives, by prioritising the business critical success factors (CSF) and putting them at forefront of every decision making, by ensuring relevant financial and non-financial information is taken into account when strategic/ Management decisions are made. I have a strong back ground in financial and management accounting.

WORKING EXPERIENCE

Manager – Operations (January 2018 to Present)
Brisca Management & BPO Services

1. Prepare performance analysis documents for management use including timesheet reconciliation, capacity planner and utilisation report
2. Preparing Annual forecast reports for clients including cash flow, balance sheet and profit and loss statements using Spotlight Reporting and Futrli forecasting software
3. Developing new systems and procedures to streamline client accounts
4. Project, Job & Task management for different client bases using ZOHO People software, including opening and closing of job codes for each clients
5. Experience in recruiting employees and working with large teams
6. Managing a team of 20 employees who serve for different clients in Australia
7. Working with various Australian clients in Queensland, Melbourne and Sydney
8. General HR administration
9. Review, implement and manage all administration systems and processes

Management Accountant (April 2017 to December 2017)

Brisca Management & BPO Services

1. Assisting in preparation of quarterly BAS and GST compliances
2. Assisting in preparation monthly IAS and Payroll Tax
3. Bookkeeping for a medium scale businesses using Netsuite ERP system
4. Preparing monthly management reports including cash flow, balance sheet and profit and loss statements using Spotlight Reporting
5. Preparing variance analysis reports for clients use, including comparison of actual vs last year vs forecasted revenue and expense analysis
6. Reviewing client accounts to ensure the accounts represent a true view of the business

Assistant Accountant (July 2016 to April 2017)

Brisca Management & BPO Services

1. Bookkeeping for several small & medium scale businesses using MYOB Account Right, XERO and Quick book accounting software's
2. Accounts payable and accounts receivable management
3. Perform balance sheet reconciliation including bank account and credit cards reconciliation
4. Preparation of quarterly BAS and GST compliances
5. Preparation of monthly IAS
6. Reports generation and analysis (Balance sheet, Profit and Loss, Cash flow statements)
7. Monthly reconciliation with statement of Australia Taxation office for payments and interests payments for BAS and IAS

Finance Intern – Treasury (October 2015 to June 2016)

MAS Holdings

1. Requesting loans from Banks based on the funding requirement of the Company.
2. Transferring funds to and from Inter-Company and SAP data entry, clearing the respective accounts, with regard to customer receipts.
3. Submission of export LCs (Letter of Credit) and leasing with Banks.
4. Preparation of Debtors ageing report and following up on the outstanding debtors.
5. Checking the accuracy of bank Charges and passing entries on SAP.
6. Passing entries in SAP for Accounts Receivables settlements.
7. Perform additional duties commensurate with the current role, as and when requested by management.
8. Coordinating with banks to negotiate on foreign currency conversions and bank charges and considering better options to minimise the finance cost of the Company

PROFESSIONAL QUALIFICATIONS

Masters in Business Administration

(Conducted in collaboration with University of Northampton, Year 2018)

Merit

BA (Hons) Accounting & Finance

(Conducted in collaboration with University of Greenwich, Year 2016)

First Class Honours

CIMA Finalist

(Wisdom Business Academy, Year 2014 - 2018)

Advance Certificate in General English

(Colombo Academy of Language Skills & Dramatic Art, Year 2011)

Course of Communication Skills

(Institute of Western Music & Speech, Year 2011)

Diploma in Computer Studies

(Gateway ICDL, Year 2010)

CAMBRIDGE ESOL Examination

(Conducted in collaboration with University of Cambridge, Year 2010)

ACADEMIC QUALIFICATIONS

SCHOOLS ATTENDED:

St. Joseph's College Colombo-10

General Certificate of Education (Advance Level) in 2012.



Subject	Grade
Accounting	A
Economics	A
Business Studies	A
General English	B

General Certificate of Education (Ordinary Level) in 2009.

Subject	Grade	Subject	Grade
English	A	Eastern Music	C
Sinhala	C	Catholicism	A
Commerce	A	Science & Technology	C
History	A	Mathematics	A
Health Science	A		

SKILLS & COMPETENCIES

- Budget planning & analysis
- Excellent time management
- Strong problem solver
- MYOB Accounting software proficiency
- XERO Accounting software proficiency
- QuickBooks Accounting software proficiency
- NetSuite ERP system proficiency
- Office Administration
- Team player
- Strategic decision maker

EXTRA CURRICULAR ACTIVITIES

- Member of the school cricket team.
- Member of the University cricket team and participated for the Redbull campus cricket tournament in 2015 & 2016.
- Member of the school Bible society.
- Member of the school Commerce Union.
- Assistant secretary of the school Sinhala & Literary Association.
- Former Member of the Sri Lanka Red Cross Life Saving Team.
- President of the parish St.Vincent the Paul society.
- Joint Chairmen of Project CANFI.

PERSONAL INFORMATION

Name in Full : Mihindukulasuriya Waduge Anton Stephan Fernando.

Permanent Address : No; 203, “Mala” Niwasa, Duwa, Negombo.

Sex : Male.

Contact Number : Tel: 0312237179 Mobile: 0772793435

E-Mail : steph.fernando@gmail.com

Date of Birth : 1993-06-15

Marital Status : Single.

NIC No : 931672193V

Non related referees

Referee 1

T.N.J.Gomus
Manager (SAU) People’s bank-colombo

No;52/38 Aniyakanda Nagoda, Kadana

0777524304

sau@peoplesbank.lk

Referee 2

M.T.A.Peiris
Zonal manager – Ceylinco Life

315/99 Mahimagodellawatta Negombo.

0777411584

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I solemnly declare that all the particulars given above are true and accurate to the best of my knowledge.

Yours truly,

M.W.A.S Fernando

01/12/2018