

CURRICULUM VITAE



W. Nadeeka Antonette Boteju

Mobile: [\(+94\) 77 9018616](tel:+94779018616)

Res : [\(+94\) 11 2401488](tel:+94112401488)

E-mail : nadeekarathnaweera@yahoo.com

Postal Address: No. 65/1, Mabima, Heiyanthuduwa

OBJECTIVE:

To obtain a challenging position in the field of Finance and Management that would enable me to contribute an organization by utilizing my educational & professional experience.

EDUCATIONAL QUALIFICATIONS

- ❖ Successfully Completed Masters Degree in Business Management (MBM) in University of Colombo (2012-2014)
- ❖ Successfully Completed Higher National Diploma in Accountancy (HNDA) under the Sri Lanka Institute of Advanced Technological Education (SLIATE) Equal to Bachelor of Commerce (B.Com)

PROFESSIONAL QUALIFICATIONS

- ❖ Successfully Completed the ACS Examination in information Technology, at IDM
- ❖ Successfully Completed the Diploma in Computer Applications at Korea- Sri Lanka Technical & Vocational Training Institute – Sapugaskanda

STRENGTH AND SKILLS

- Good Communication skills in Sinhala and English.
- Strong skill on MS office and Quick Book Accounting package

- Leadership and Presentation Skills.
- Adaptability to any working environment.
- Excellent interpersonal Skills.
- Good organizational capability and ability to work under pressure.
- With well team playing ability.
- Ability to work independently.

WORKING EXPERIENCE

❖ Progressive Builders & Resorts (Pvt) Ltd (member of Eswaran Brothers)

As an Asst. Accountant – from June 2008 to March 2017

Role and Responsibilities

- Preparing of Financial Statements for management
- Finalizing of annual Accounts for audit purposes
- Handling the VAT/ SVAT,NBT ESC , Income Tax
- Preparing Tax invoices and SVAT documents
- Maintaining Cash flows
- Monitoring Cash Books and Bank Reconciliations
- Coordinate with Auditors
- coordinate with Banks and other financial institutions
- Monitoring the staff attendance and leave records
- Preparing the monthly Salaries for executives non executives
- Handling the E.P.F / E.T.F and P.A.Y.E Tax payments

❖ Rhino Roofing Products Ltd

As An Accounts Assistant – June 1999 to May 2006

PERSONAL DETAILS

Name in full	: Welathanthrige Nadeeka Antonette Boteju
Date of Birth	: 12 th June 1978
Passport No	: N5429052
Marital Status	: Married
Nationality	: Sri Lankan
Sex	: Female
Religion	: Roman Catholic

I hereby certify that the above mentioned particulars given by me are true and accurate to the best of my knowledge.

.....
Signature

.....
Date