

THEEBEGA VATHANATHEESAN

MBA [UK], BA (Hons) Bus & Mgt [UK]



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“A dedicated professional with the drive to succeed, be it as an individual or as part of a team. I intend to attain my goal of serving and sharing my area expertise for the betterment of those in need”

Key Result Areas

- Financial Accounting
- Accounts Payable
- Financial Reporting
- Business Development
- Administration
- Team Management
- Lecturing and Training

Background

- A dynamic and multitalented professional with exceptional financial knowledge having degree of MBA.
- A tactful dynamic Tasker
- Good in leadership and adapting to organizational behavior
- Proficient in handling computer based applications.
- Possess a strong command of English, backed with writing, editing and presentation skills

Work Experience

VTL Campus Ltd

#15, Aloe Avenue, Colombo 03, Sri Lanka

Financial Analyst/Operation

2016/8- Present

- Manage the assets transfer of Equity and Fixed Income.
- Preparation of reconciliation reports to ensure regulatory compliance and monitor fail settlements.
- Control the expenses budget, deal with petty cash according to Head Office procedures and maintain accurate accounting records and receipts.
- Prepare presentations for investor reporting, board meetings and fundraising activities.
- Lead in the preparation of monthly, quarterly and annual financial reports for organization and investors.
- Lead analyses for financial and strategic decisions, including new market/ channel expansion, financial structures, working capital optimization and operational efficiency.
- Monitor the business performance and perform cash flow forecasting and manage the liquidity.
- Execute special projects in close collaboration with oversea institutes to ensure action is taken based on prior analyses.
- Deal with day-to-day problems and implementing workable solutions.

VTL Campus Ltd
#15, Aloe Avenue, Colombo 03, Sri Lanka

Sessional Lecturer - Level 04 & 05 Diploma Modules in Management Studies.
2017/01 – Present

Safety First PVT Ltd
#24A, Fife Road, Colombo 05, Sri Lanka

Accountant
2014/02 – 2016/08

- Calculate the production of profit and loss
- Year budget preparation
- Year end audit analysis
- Monitoring business performance
- Monitoring cash flow
- Overseeing the budgets
- Preparing accounts
- Developing financial models
- Planning for the future Competitor analysis
- Implement the strategic plan.

Safety First Pvt Ltd
#24A, Fife Road, Colombo 05, Sri Lanka

Assistant Accountant
2013/02- 2014/01

- Prepare the monthly management account preparation
- To complete and maintain sales invoices and reports
- Manage the ledger Accruals & prepayments
- Preparation of the Accounts Pack for review
- Analyze bank reconciliation, posting and balancing
- Monthly wages, petty cash and other journal posting
- Daily bank receipts postings
- Set up new suppliers on accounting software
- Reports on debtors and creditors

Orion Management Consortium Pvt Ltd
#752, Dr Danister De Silva Mawatha, Colombo 09, Sri Lanka

Accounts Assistant
2010/07- 2011/04

- Work with spreadsheets, sales and purchase ledgers and journals.
- Prepare the tax sheet and statutory accounts.
- Calculate and check to make sure payments, amounts and records are correct.
- Process the cheque Sort out incoming and outgoing daily post and answering any queries.
- Manage the petty cash transactions.
- Control credit and chasing debt.
- Reconcile the finance accounts and direct debits

Education

MBA-Business Administration

Cardiff Metropolitan University, Wales, UK – Business School Commerce.
2016

Post Graduate Diploma- Business Administration

London School of Commerce, UK– Business School Commerce.
Top 60% of class [Merit]
2015

Bachelor of Business Administration- Business & Management

Northumbria University, New Castle, UK – Business Management School.
Top 50% of class [2nd Class lower]
2013

Higher Diploma in Business Management.

National Institute of Business Management (NIBM), Colombo, Sri Lanka.
2010

Advance Diploma in Business Management

National Institute of Business Management (NIBM), Colombo, Sri Lanka.
2009

General Certificate of Education -Advanced Level

Vembadi Girls' High School – Jaffna, Sri Lanka.
2007

General Certificate of Education-Ordinary Level

Vembadi Girls' High School – Jaffna, Sri Lanka.
2004

Thesis and projects for Masters

- Marketing Management
- Strategic Management
- International Business
- Financial Management Analysis
- Corporate Finance
- Human Capital Management & Entrepreneurship
- Research Methodology
- Business Development Proposal for launch an innovative educational academy

Thesis and projects for Bachelors

- Contemporary issues Finance and Accounting
- Leadership Management
- Contemporary Management Practice
- Understanding Strategy
- Dissertation - to find out the customer satisfaction of the mobile telecommunications in Western Province, Sri Lanka

Personal Information

- Date of Birth -21st November 1988
- Nationality -Sri Lankan
- Marital Status -Married
- Language Skills - English, Tamil and Sinhalese

References

Mr. M N M SHAFEEK
Managing Director,
Safety First Pvt Ltd,
24A, Fife Road, Colombo 05. Sri Lanka.
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Mr. DULASH RASANGE
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