



CONTACT



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No: 745, Mabola, Wattala, Sri-Lanka

PERSONAL INFORMATION



10th of September 1990



N5532603



Sri Lankan

SKILLS

- Communication
- Leadership
- Problem Solving
- Time management
- Team Work
- Flexibility
- MS Office package
- Hard Worker

LANGUAGES

English

Sinhala

Tamil

UDDIKA HARSHANI

I am punctual and motivated individual who is able to work in a busy environment and produce high standards of work. Possessing the necessary experience in addition to excellent communications, interpersonal, analytical and conceptual skills. I am seeking a challenging position that will provide me the opportunity to, utilize my skills, knowledge and competencies in order to achieve the organizational goals and objectives.

WORK EXPERIENCE

Oct
2013
Present

MANAGEMENT SERVICE OFFICER (Over Ten Years)

Provincial Governor's Office (Western Province), Sri Lanka Government Institution which does appointment, promotion, transfer, disciplinary control and dismissal of public officers

- Developing budgets and timelines
- Cross-checking invoices with payments and expenses to ensure accuracy
- Managing a company's accounts payable and receivable
- Tracking organization expenses
- Processing refunds
- Create detailed business plans designed to attain predetermined goals and quotas
- Respond to complaints and resolve issues to the customer's satisfaction and to maintain the company's reputation

Jan 2013
Oct 2013

ACCOUNTS ASSOCIATE (Over Nine Months)

BPO Connect- Sri Lanka
BPO Connect is a leading, Australian-owned accounting outsourcing service provider

- Preparing financial statements and tax returns for Australian clients
- Liaise with Australian Clients for daily operational queries
- Perform book keeping for clients
- Manage accounts payable and accounts receivable
- Prepare and process payroll
- Reconcile and balance all accounts
- Analyze account data and generate financial reports
- Prepare business activity statements

Dec 2011
Jan 2013

AUDIT ASSISTANT (Over One Year)

K D J M Consulting Firm - Sri Lanka
An Audit firm of Chartered Accountants

- Reviewing the existing procedures, control and monitoring of risks associated with the achievement of business objectives of the Company.
- Management Reports - Preparing monthly Management Accounts independently and checking the accuracy of Management Accounts prepared by Accounts Department

ACHIEVEMENTS

- Sound knowledge in financial accounting and management accounting gained through completing professional exams (ICASL, AAT).
- Experience in Internal Auditing, Internal Controls and knowledge in diverse business processes for over one year.
- Self-Driven and ability to work independently.
- Excellent communication and interpersonal skills gained through working with global clients.
- Ability to interact with other team members to achieve goals.
- Have experience using MS-office, SAP, Xero, QuickBooks, MYOB, ERP, Oracle & Tally.

- Financial Managements – Checking whether all funds are effectively utilized and excess monies have been properly invested and checking to see whether the Bank reconciliations are being prepared on time and approved by relevant parties
- Statutory Payments – Checking whether the VAT, PAYEE, EPF, ETF payments are prepared accurately and payments are made to relevant authorities on time
- Petty Cash – Regular checking on Petty Cash transactions and other cash advances.
- Inventory Management – Weekly inspection of stock availability of the selected location against the system balance, checking completeness of the GRNs, GDNs, and issuing of Gate passes.
- Purchases – Checking whether the quotations have been called, proper evaluations are done prior to purchasing, checking whether the goods received are in line with the expected price and the quality.

HIGHER EDUCATIONAL QUALIFICATIONS

- Graduated in Bachelor of Management Studies (Human Resource Special) Degree at the Open University of Sri Lanka (Medium – English)

PROFESSIONAL QUALIFICATIONS

- Part qualified in Chartered Accountants exam (CA exam) in the Institute of Chartered Accountants Sri Lanka (ICASL).
- Qualified AAT (The Association of Accounting Technicians of Sri Lanka) exam in Sri Lanka.
- English Diploma in Aquinas college of higher studies, Colombo-08
- Marketing & Business Management Diploma in Lanka Institute of Management Development.
- Certificate in Web Designing Course in the Institute of IT Resource Development Authority – Western Province, Sri Lanka

ACADEMIC QUALIFICATIONS

- Successfully Completed G.C.E. (A/L) (General Certificate of Education for Advanced Level) Examination in 2009 with 2 Distinction Passes & 1 Very Good Pass
- Successfully Completed G.C.E. (O/L) (General Certificate of Education for Ordinary Level) Examination in 2006 with 6 Distinction Passes

REFEREES

Mr.D.K.R. Maddumage,
Senior Accountant,
Jatco Freight Service LLC,
No. 1303, ADCP Tower B,
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UAE
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Mrs. N. Deepani Eashwara,
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Department (Western Province)
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