|  |  |  |
| --- | --- | --- |
|  |  | **Viranga** |
| Email | : | viranga.160757@2freemail.com |
|  |  | United Arab Emirates |



**OBJECTIVE**

A challenging position in a progressive company that provides opportunities for professional contribution and advancement.

**SUMMARY**

An experienced Finance person, with over fifteen years’ service in the finance Operation in corporate and small, medium enterprises, with full Middle East and Asia experience (Maldives, Dubai, Saudi & Singapore). Proven leadership abilities, excelling in developing the optimum potential of a team, its standards and its people.

**STRENGHTS**

A matured, intelligent comprehensive planner and organizer with polished communication skills. Extremely dedicated, loyal and very creative. Self-confident with a clear sense of direction and an ability to handle and solve many problems with a positive impact.

I am a fast learner and an asset to any organization.

|  |  |  |  |
| --- | --- | --- | --- |
| **TECHNICAL SKILLS** | |  |  |
|  | Outlook |  | Fidelio |
|  | Word |  | HIS |
|  | Excel |  | Micros |
|  | Powerpoint |  | Peach Tree |
|  | Access |  | MYOB |
|  | Accpac |  | Tally |
|  | Oracle |  | QuikBooks |

**EMPLOYMENT**

**1.** **Head Of Operations**

G20 Higher Education Consultants (Pvt) Ltd | Colombo, Sri Lanka

April 2016 > July 2017

*Job Responsibilities & key Accountabilities:*

Operational control over all commercial activities of the company, encompassing business development, marketing and contract management design, quality, finance, human resources and administration.

Provide leadership and direction to achieve the company vision mission and financial goals.

Manage change and act as a catalyst for improvement.

Defining and implementing a business strategy, encompassing long term and short term objectives.

Planning and coordinating the implementation of business plans and penetration of new markets. Guiding the team of counselors and develop strategies to improve sustainable business.

*Key Achievements:*

Managed the companies’ resources within the budget guidelines.

Led and supported the management team to deliver financial outcomes as proposed in the forecast.

Successful projects completed with placing large number of students in different countries.

**2.** **Manager Operations**

Vcare Holdings (Pvt) Ltd | Colombo, Sri Lanka

February 2013 > March 2016

*Job Responsibilities & key Accountabilities:*

Hiring and recruitment of key team members

Connecting with possible investors and convince them to invest, explaining the foreign trade policies in the country.

Guide investors in effective and efficient manner to get their business running and moving.

Coordinate meetings, calls and communications between management and investors throughout the business implementation and execution stages.

Analysis of market conditions and changes, product categories evolution, market penetration.

Ability to communicate, present and influence credibly and effectively at all levels of organizations.

Ability to drive the investment process from enquiry to close. Excellent listening, negotiation skills and presentation skills.

*Key Achievements:*

Project completed with Fonda engineering Singapore with a Rs.400 million investment to the country.

Successful projects completed with china and Thailand clients.

Managed to start a construction worker training center in the BOI FTZ.

3. **Manager Operation**

Deshakthee Lanka International (Pvt) Ltd (Deshakthee Group) | Colombo, Sri Lanka April 2011 > January 2013

*Job Responsibilities & key Accountabilities:*

Development and implementation of strategies and related budget projections. Hiring and recruitment of key team members.

Recommendation and implementation of annual and long term action plans. Set up reporting formats and procedures to ensure proper financial reporting. Creation and management of customer and client relationships.

Appaise and quantify business objectives through to execution of planned strategies and tactics to establish and evolve business.

preparing and presenting executive reports to the board of directors biannually.

*Key Achievements:*

Penetrated new markets, specifically the foreign employment sector. Managed the office with less staff members.

Achievement of ISO certification.

Making Profit Margin increased by 80%

**4.** **Assistant Finance Manager**

Arabian Projects & Supplies Company | Jeddah, Saudi Arabia

October 2009 > March 2011

*Job Responsibilities & key Accountabilities:*

Managing daily cash balances.

Ensure that cash flows are adequate to allow business units to operate effectively. Maintenance of the accounts system.

Preparing and presenting financial reports for meetings and investors.

Taking responsibility for, and supervising the work of, more junior members of staff.

Working with executives and business heads to prepare budgets and track profit / loss Performance by business unit and on consolidated basis.

Recommend and maintain a system of policies and procedures that impose an adequate level of control over Finance Department activities.

Arranging financial audits and reviews as required.

Managed payroll and liaise with other departments and business units on a range of issues.

*Key Achievements:*

Maintained positive working environment by reporting any unusual and immoral act to the management while maintaining confidentiality.

With strong and persuasive interpersonal and communication skills, always succeeded in explaining and making people without financial expertise understand any/all company financial policies and procedures.

Accurately reviewed and resolved exception reports as well as researched, analyzed and resolved invoice payments’ transaction related matters.

Became the most trusted advisor of the Finance manager

**5.** **Accountant**

Arya Corp (Pte) Ltd | Singapore

April 2007 > August 2009

*Job Responsibilities & key Accountabilities:*

Handling Vessel Bank Accounts in foreign banks i.e. Payments, Reconciliations etc. Corresponding with worldwide suppliers.

Registration invoices received from suppliers.

Follow due procedures for the approvals of invoices by the concerned authorities. Verification of Debtors as well as Creditors accounts.

Preparation of various MIS reports and other reports as required by the management. Submitting the monthly accounts to the management in order to take proper decisions. Day to day accounting on behalf of the company.

Reconcile financial discrepancies by collecting and analyzing account information.

*Key Achievements:*

Able to enhance the performance of the shipping agents by giving them accurate details about the proceedings.

Managed to cut down lot of unwanted expenses within the company in a short period of time.

Performed revenue recognition, analysis and forecasting that improved the company’s reporting system by over 30%, by implementing correct authoritative literature.

**6.** **Accountant**

Mafoi Management Consultants (Pvt) Ltd | Colombo, Sri Lanka

August 2004 > March 2007

*Job Responsibilities & key Accountabilities:*

Maintaining accounting controls by preparing and recommending policies and procedures. Substantiates financial transactions by auditing documents.

Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

Guiding accounting clerical staff by coordinating activities and answering questions. Handling government tax payment and its related issues.

Monitoring the payroll and EPF, ETF

Maintained customer confidence and protects operations by keeping financial information confidential.

*Key Achievements:*

Managed 2 departments of 20 individuals for India and Sri Lanka

Provided leadership and technical expertise to Operations and Finance personnel relative to the analysis and forecasting of turn key replacements.

Initiated strategic revenue planning and forecasting on a forecasting team for gross revenue, net revenue, and gross margin, while retrieving information from Tally.

**Other Employment**

**Finance Officer**

Dialog Telekom Ltd | Colombo, Sri Lanka

February 2003 > July 2004

**Accounts Payable Executive**

Ramada Hotel | Dubai

October 2000 > December 2002

**Assistant Accountant**

Laguna Beach Resort | Maldive Islands

March 1999 > September 2000

**Accounts Clerk**

Ace Cargo (Pvt) Ltd | Colombo, Sri Lanka

January 1998 > February 1999

**Front Office Cashier Cum Accounts Clerk**

Kandalama Hotel | Dambulla, Sri Lanka

January 1996 > December 1997

**EDUCATION**

Following ACCA (Association of Chartered Certified Accountants) Skilled level subjects at

present. (Membership No.1985364)

Followed a EDBA programme (Executive Diploma in Business Administration) at the University

of Colombo. ( Results Pending) 2016

Completed first year in Banking & Finance Degree programme, affiliated by the University of

|  |  |
| --- | --- |
| Wales at Raffles College in Singapore. (Student ID – HS101554) | 2009 |

I have followed the B.Sc. (Business Administration) external degree course at Jayawardanapura

|  |  |
| --- | --- |
| University, Colombo, Sri Lanka | 2004 |

Wesley College, Colombo

|  |  |
| --- | --- |
| G.C.E. Advanced Level | 1996 |

St. Joseph's (Boys) College, Nugegoda

|  |  |
| --- | --- |
| G.C.E. Ordinary Level | 1992 |

**PERSONAL INTERESTS**

Traveling | Social Dancing | Music | Reading | Cricket | Soccer | Racing