**Sellavel**

**Sellavel.232701@2freemail.com**

ACMA, CGMA

Msc (Econ) Accounting & Finance – Scotland, United Kingdom

BSc (Hons) Civil Engineering - Srilanka

**Profile Summary**

* More than 5 years experience in finance & accounting which includes more than 2 years in a managerial capacity
* Experience in United Kingdom, Middle East and Srilanka
* Experience in retail sector, engineering sector, media sector & apparel industry
* Proficient in ORACLE accounting software package and advanced skills in EXCEL
* 1 year sales experience (part time) in retail sector in Europe
* 6 months experience as part time news reader in Shakthi TV and FM
* Self-motivated, dynamic, committed, and result oriented professional

**Education & Qualification**



**2008 – 2009** University of Aberdeen, Scotland, United Kingdom

 MSc (Econ) Accounting & Finance



**2004 – 2008** University of Moratuwa, Srilanka

 BSc (Hons) Civil Engineering

**Professional Qualification**

**2013** Chartered Global Management Accountants

Member

**2013** Chartered Institute of Management Accountants

Associate Member - ACMA

**Projects Handled & Achievements**

**2014** Committee Chairman in submission of National Business Excellence Award 2014, organized by National Chamber of Commerce, Sri Lanka and received Gold Award in the Construction Sector

**2012** Project chairman of Lean Manufacturing implementation programme at Thambalagamuwa factory introduced by ASDA George

**2011** Handled an annual event of Fonterra Brands at Stein Studio in terms of fixing the tariff, communication and coordination of the successful event

**2009** Handled Gulf Environmental Forum being Huta Hegerfeld as a primary sponsor to the event

**Career History**

**June 2013** Business Promoters & Partners Engineering (Pvt) Ltd

**To Date** No 130, Dehiwala Road, Boralesgamuwa, Srilanka

Position Business/ Financial Analyst cum Project Monitoring Engineer

Reporting to COO & Chairman

* Developing new products and take necessary action to penetrate in the market with the support of management team
* Handling foreign procurement in order to reduce the cost of material needed for construction projects
* Analysing the new project for tendering and helping the management to evaluate the profitability of the project for better decision making
* Following up with the project status and providing recommendations when necessary
* Monitoring the projects against the budget and approving the payments
* Analysing the investment options and helping management to take better decision
* Identifying the business need of the company and helping the management to implement better strategies by evaluating the various options of strategies
* Identifying the need of process improvement in the production sector and providing the suggestion to the management team
* Participating in special projects as a member of management team and assist in developing new initiatives
* Preparing adhoc reports
* Maintaining the Social Media page of the company and involve in promotional activities

**October 2012** Tri – Star Apparel Exports (Pte) Ltd,

**May 2013** No 30, Maligawa Road, Ratmalana, Srilanka

Position Head of Cost Control & Factory Financial Operation

Reporting to CEO & Chairman

* Review of monthly cost saving, improvement made for the present system and as a result reduction in present cost levels or favourable changes in cost structure
* Setting budgets for each and every cost elements of the company, analyzing standard cost vs actual cost and identifying the reasons for variance
* Introducing required systems and procedures for cost control purposes
* Analysis of income and review of the income with forecast
* Analysis and review of potential burden vs benefit to the company based on the management decisions
* Analysis on cost to identifying variation against industry norms
* Routine factory visit to gather data and new system implication
* Preparation of management adhoc reports and supports the management for their decision making

**October 2011** The Capital Maharaja Organisation,

**September 2012** 146, Dawson Street, Colombo 02, Srilanka

Position Assistant Accountant – Stein Studio

Reporting to Group Director & Finance Director

* All accounting aspects of the company including supervision, authorisation and finalisation of audit
* Managing the finance department with 5 finance assistants
* Reviewing the expenses of the operation throughout the period and implementing the internal controls in order to make the operation to be more profitable
* Helping the management to introduce computerized fixed asset management systems
* Analysis of investment in small projects and helping the management to take decisions
* Liaising with clients to promote the studio and taking decision on fixing the hiring charges, etc

**March 2010** Huta Hegerfeld Saudia Ltd,

**October 2011** Prince Sultan Street, P O Box – 1830, Jeddah 21441, Kingdom of Saudi Arabia

Position Accountant – Huta Hegerfeld Environmental Works Ltd

Reporting to General Manager and Group Financial Controller

* Extensive financial and management accounts preparation including finalization of accounts and completion of statutory audit
	+ - * Provide monthly account reconciliation and analysis for Balance Sheet accounts
			* Bank reconciliations and settlement of payment solution funding requirements
			* Supervision of raising payment vouchers, Purchase order, Invoices and Receipts
			* Preparing and booking intercompany invoices
			* Record monthly journal entries, record month end accruals
			* Track and report domestic Fixed Assets
			* Managing day-to-day activities and managing people including the process of Payroll

**April 2008** The Capital Maharaja Organisation,

**August 2008** 146, Dawson Street, Colombo 02, Srilanka

Position Accounts Trainee – Pixeltray Pvt Ltd

Reporting to Accountant and Group Financial Controller

 Part time news reader in Shakthi TV and FM

**Software Experience**

* Working knowledge in Primavera Project Management Software
* Proficient in ORACLE accounting software package and knowledge in other packages such as SAGE, BPECS, AS400, etc
* Advanced knowledge in excel including Microsoft office package
* Hands on experience in Microsoft Windows operating system and Internet Applications
* Good knowledge in VB programming language
* Working knowledge of Adobe Photoshop, Macromedia Flash and Adobe Premier Pro

**REFERENCES WILL BE PROVIDED ON REQUEST**