***GEETH THIWANKA NIRANJAYA WIJERATHNA***

***ACCOUNTS***

***Objective***

Excellent accounting skills, with experience in ERP system, dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience

***Educational Qualification***

Advance Technical College of Sri Lanka

* **Higher National Diploma in Accountancy (B.Com Equal)**

Galewela Central College - Sri Lanka

* GCE A/L in Year 2009 (Passed – Commerce Subjects)
* GCE O/L in Year 2006 (Passed)

***Professional Qualifications***

* **Member of Association of Accounting Technician in Sri Lanka- (MAAT- 7886)**
* **Part Qualified in Institute of Carted Account of Sri Lanka**

***Responsibilities***

**Held As Account Assistant**

* Expertise in **SAP** for the all the modules such as **Accounts Payable, Accounts** Receivable, Cash Management, General Ledger and Inventory Modules
* Preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials
* Preparing of weekly Bank, Cash positions and Cash Budget statement
* Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing
* Strong in interaction with Auditors for Finalization of Accounts
* Preparation of monthly Bank Reconciliation statement
* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
* Preparation of Monthly Salary to office staff
* Preparation of Quotation for Job
* Dealing with banks for issue of Letters of Credit and Bank Guarantee and other various issues.
* Preparation all type of Tax Return such as VAT, NBT, ESC, SVAT.
* Knowledge of **International Accounting Standards and IFRS**
* Strong Experience in Book keeping with Quick book, Tally and Peachtree.

**Held As Internal and External Auditor**

* Initially at the capacity of Audit Supervisor, I was primarily responsible for performing the statutory financial audits in accordance with Sri Lanka Auditing & Accounting Standards & IFRS’s; I also contributed in training accounting personnel and other non-assurance providing engagements.

***Work Experience***

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| **NAME OF THE COMPANY** | **POSITION** | **DURATION** |
| **Piyawardena Associate Chartered Accountants** ,affiliated with INPACT Asia | **AUDITOR** | **26th June 2011 to 31st November 2012 and**  **10 th May 2014 to 31st January 2015** |
| **Richard Pieris Distributors Ltd (A FMCG COMPANY), A Richard Pieris Group of Company.(ARPICO)** | **INTERNAL AUDITOR** | **2nd December , 2012 to 8th May, 2014** |
| **Rohan Rodrigo Ref & A/C Co, Pvt Ltd (COLOMBO)** | **ACCOUNTANTS ASSISTANT** | **Working since 1st Feb 2015 To till date.** |

***Personal Details***

* **Name in Full :** Undiye Gedara Geeth Thiwanka Niranjaya Wijerathna
* **DOB :** 16th May 1990
* **Sex :** Male
* **Civil Status :** Single
* **Nationality :** Sri Lankan

**Job Seeker First Name / CV No: 1820258**

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