[YashithWedhaka.333143@2freemail.com](mailto:YashithWedhaka##.333143@2freemail.com)

YashithWedhaka

To reach a challenging position in the working field to put into productive use of my knowledge, competencies & experience, gained from years of education, while contributing to the growth of the organization.

EMPLOYMENT HISTORY

**Manager Sales and Administration, Finchem (Pvt) Ltd, Colombo 05, July 2016 – Now**

Employed as a Manager Sales & Administration. Responsible for the overall administration of the company covering sales and finance. Also be responsible for the overall sales of solvents and update suppliers from time to time with market information such as pricing /competition.

**Account Assistant, Finchem (Pvt) Ltd, Colombo 05, January 2014 – June 2016**

Employed as an account assistant. Handled payments, inventory control, final account making, petty cash and banking.

**Account Assistant, AgstarFertlizers PLC, Ekala, February 2012 – October 2013**

Employed as an account assistant. Cheque handling, debt control, debt management reporting, petty cash handling. Overlooked staff welfare aspects.

EDUCATION

**Postgraduate Diploma in Business Management, National School of Business Management, September 2016**

Currently following a postgraduate diploma in business management in NSBM. Modules include organizational behavior, managerial economics, business communication, management accounts, marketing management, financial management, managing people, management information systems, and business statistics.

**Certificate in Taxation, Sri Lanka Institution of Taxation, December 2015**

Currently following a certificate course in taxation. Modules include income tax, employee income tax, national building tax, withholding tax, VAT, trade business income.

**Diploma in Professional Business Management, Aquinas University College, June 2015**

Diploma in Professional Business Management offered by Aquinas University College. Modules included management process and elements, business environment, growth of small companies and its business, strategic planning, portfolio matrices, time management.

**Preliminary Certificate in Management Studies Syllabus, Aquinas University College, June 2014**

**Computer application assistant course (SLCDL), National Apprentices and Industrial Training Authority (NAITA), 2008**

Modules included MS Office and type writing.

**G.C.E. Ordinary Level, GM/KL Sri DheeranandaWidyayathanaya,December2007**

Results are as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| Mathematics Language | B | Commerce | B |
| English Language | S | Sinhala Language | C |
| Health Science | B | Social Studies | B |
| Science | B | History | C |
| Buddhism | B | Art | B |

OTHER QUALIFICATIONS

Certificate in Basic Food Preparation & Culinary Art, Swiss Lanka Hotel School, November 2008

Successfully completed “YowunDiriya Ranger Training Program” conducted by the Youth Corps Training Center in Heiyanthuduwa, July 2008.

Followed AAT Stage one, Association of Accounting Technicians of Sri Lanka, March 2012.

SKILLS

* Basic knowledge of ACCPAC Accounting package.(AR transaction & OE transaction)
* Good knowledge of EX. Next Generation Account Package
* Good knowledge on MS Word, MS Excel and MS PowerPoint
* Able to work on own initiative or as part of a team and can deal with administrative duties competently.
* Strong communication skills.

ACTIVITIES

* **School Prefect**, GM/KL Sri Dheerananda Widyayathanaya, 2007
* **Debate Committee Member**, GM/KL Sri Dheerananda Widyayathanaya, 2007

PERSONAL

|  |  |
| --- | --- |
| **Born:** | 20th December 1991 (Nationality: Sri Lankan) |
| **Marital Status:** | Single |
| **Languages:** | Sinhala, English |
|  |  |
| **Interests & pastimes:** | Music & Movies |

I here by certify that that the above furnished details are true and accurate to best of my knowledge.