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**NIRANJALA**

[**NIRANJALA.351872@2freemail.com**](mailto:NIRANJALA.351872@2freemail.com)

# PERSONAL DETAILS

* Name in Full : Niranjala
* Date of Birth : 08th December 1988
* Sex : Female
* Nationality : Sri Lankan
* Marital Status : Married
* Languages Known : English, Tamil and Sinhala

# MY PROFILE

* Exceptional ability to understand business needs. Thrive in high-pressure, deadline-driven environments. Represent an unquenchable thirst for learning new things in general. A self-motivated person who loves working against targets, tight schedules and deadlines. A great measure of maturity, responsibility, direction, solution-centric working.

# EDUCATIONAL QUALIFICATIONS

* Master of Business Administration**- MBA** in **Finance** from **University of Mysore,** (2012- 2014)
* Bachelor of Business Management**-BBM** from **University of Bangalore,** (2009-2012)

# ACHIEVEMENT

* I have been provisionally selected for the admission to BBM at University of Bangalore, under the scheme of scholarship for the Nationals of Sri Lanka 2009-2012 and sponsored by the Indian Council for Cultural Relation, Ministry of External Affairs, Govt of India.

# WORK EXPERIENCE

**SJMS Associates**

* Completed 01 year and 06 months at SJMS Associates Chartered Accountants. SJMS Associates is the independent corresponding firm of Deloitte Touché Tohmatsu. Deloitte is one of the Big 4 Accountancy and Audit Assurance firms in the world which has the broadest geographic presence and the most diverse pool of expertise.
* Worked in following positions at SJMS Associates

2ndFebruary 2015 to 30thApril 2015- Tax Assistant

1st May 2015 to 31st July 2015 – Assistant Business Analyst

1st August 2015 to 5th August 2016- Senior Business Analyst

* Based on the performance evaluation, double promoted as Senior Business Analyst from Assistant Business Analyst.

**Responsibilities**

**Taxation**

* Preparation of income tax computations, filling returns and filing returns.
* Preparation of VAT and Self –assessment computations
* Participating in interviews with Assessors, Deputy Commissioners and corporate commissioners and clearing assessments.
* Providing tax advisory to clients.
* Preparing letters, schedules other related documents to submit for the Inland Revenue.
* Participating for training sessions on tax changes.

**Consultancy**

I have worked on many internal audits and consulting assignments. These include a major investigative audit of a large public sector organization engaged in hotel construction project and a diagnostic review for a hotel chain. I have worked on a Diagnostic review of a leading shrimp producer and exporters and on a consultancy on livelihood project

* Preparation of various types of business proposals.
* Financial statement analysis.
* Setting budgets for assignments and ensuring they were adhered to.
* Managing teams to ensure internal audit activities were carried out in a timely and efficient manner.
* Researching and resolving audit issues.
* Studying client processes and systems whilst strategically resolving control and other such issues
* Drafting reports to company’s management identifying weaknesses in the company’s systems and controls and making recommendations for their improvement.

**Sample relevant clients in tax.**

* Sri Lanka Institute of Marketing.
* Sri Lanka Cricket.
* Johnson and Johnson Ltd.
* Association of Accounting Technicians of Sri Lanka.
* CMA

**Handled following consultancy assignments and Internal Audits.**

* Sino Lanka Hotels & Spa Pvt Ltd.
* King Aqua (Pvt) Ltd.
* Portofino Resorts, Tangelle.
* N. Vaitilingam and company (Pvt) Ltd
* TinPak (Pvt) Ltd.
* Ceylon Galvanizing Industries.
* Central Finance PLC.
* Continental Insurance Lanka ltd
* Institute of chartered accountants of Sri Lanka
* SMB Leasing

# TRADE SKILLS

# Excellent co-ordination and liaison capabilities

* Team management and motivation.
* Excellent organising and effective networking ability.
* Client alignment and professional integrity.
* Fluency in English.

# OTHER SKILLS

* Ability to achieve goals by actively participating with other team players.
* Ready to work under pressure.
* Flexibility
* Hard Working and Honest

I do hereby certify that above particulars furnished by me are true and correct to the best of my knowledge.

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Signature Date