

Dinithi

[Dinithi.369339@2freemail.com](mailto:Dinithi.369339@2freemail.com)

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| **Profile** |

A Proficient and industrious tax consultant with an extensive knowledge and experience in Corporate, Personal, International and Inheritance Taxes and the corresponding accounting procedures. Entrusted by Aitken Spence Corporate Finance (Pvt.) Ltd with the responsibility of maintaining and developing tax procedures and policies to ensure all legislation, standards and practices are aligned to meet all compliance and audit guidelines enacted by the Inland Revenue Department of Sri Lanka.

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| **Summery** |

A strong analytical thinker with proven ability and wide-ranging experience in the field of Taxation., skilled in rooting out inefficiencies through analysis and implementing process improvements as well as assisting in tax planning and reporting to ensure compliance and to align submissions to meet the defined regulations and realize organizational objectives.

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| **Areas of Expertise** |

* Tax Computation & Return Filing
* Tax Consultative Services
* Complex Query Resolution
* Proficient with Oracle E-Business Suite R12
* Conversant with MS Office

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| **Career Snapshot** |

* **2015 March - 2017 March**

**Executive, Tax Division**, Aitken Spence Corporate Finance (Pvt) Ltd, Sri Lanka

* **2014 August - 2015 February**

**Graduate Trainee, Tourism planning and Development Division**, Sri Lanka Tourism Development Authority, Sri Lanka

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| **Professional Experience** |

* **Tax Division/ Aitken Spence Corporate finance (Pvt.) Ltd**

Main Responsibilities:

* Providing tax advisory services to group companies (Travels, Cargo and Logistic, Hotels and Services sectors).
* Preparing Value Added Tax (VAT)/Simplified Value Added Tax (SVAT) schedules, reconciliations and filing of VAT returns.
* Preparing and filing of turnover based tax returns - National Building Tax (NBT), Economic Service Charge (ESC) and Tourism Development Levy (TDL).
* Computing corporate tax liability of subsidiaries and filing of Income Tax returns.
* Liaising where necessary, with tax authorities (Inland Revenue Department of Sri Lanka, Sri Lanka Custom and Sri Lanka Tourism Development Authority) to obtain tax clearances and negotiate approval of audit reductions and refunds.
* Preparing and electronically filing schedules in Revenue Administration and Management Information System (RAMIS).
* Drafting petitions, affidavits and other administrative documents to present to the tax authorities.
* Inquiring documents and financial records to determine forms needed to complete tax returns.
* Participating tax awareness seminars/workshops and interpret new legislation and communicate their impact to the businesses.
* Assisting tax planning and reviews.
* **Tourism planning and Development Division/ Sri Lanka Tourism Development Authority, Sri Lanka**

Main Responsibilities:

* Assisting to identify and develop existing and potential tourism zones in Sri Lanka with analysis of the long term implications of such developments.
* Communicating with government institutes and investors to ensure the tourism developments are in accordance with legislations and guidelines consistent with environmental considerations.

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| **Professional Qualifications** |

* Completed Advanced Taxation and Strategic Tax Planning - Strategic Level I

Institute of Charted Accountants of Sri Lanka

* Completed Certificate in Accounting and Business Level I and II

Institute of Charted Accountants of Sri Lanka

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| **Academic Qualifications** |

* Second Class Honours **Bachelor of Business Administration (BBA)** degree, specialized in **International Business** – University of Colombo
* 3As in Advance Level Examination in 2009 – Sri Lanka

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| **Key Skills and Competencies** |

* Exceptional Customer Service and Customer Relationship Building skills
* Effective and efficient Decision making in challenging circumstances
* Excellent interpersonal skills
* Resourceful Time Budgeting skills that enable prioritization of workloads & multi-tasking to ensure deadlines & goals are met
* Organized, efficient and able to work independently
* Continuously updated on current, recognized accounting and taxation legislation

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| **Other Activities and Interests** |

* Member of the President’s College Prefect Association and Literature Association
* Member of the President’s College Sports Club and Dancing Association
* Participated in the Aitken Spence Cricket Tournament – 2015 and 7S programme

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| **Personal Details** |

Date of birth : 01st March 1990

Gender : Female

Marital Status : Married

Nationality : Sri Lankan

\*\* References available on request

I hereby certify that the above-mentioned details are accurate to the best of my knowledge.