

# Curriculum Vitae



## PERSONAL INFORMATION

Name : Panawalage Randika Mahesh Perera  
Date of Birth : 21<sup>st</sup> July 1989  
Address : 325 /1A, Samurddi Mawatha, Ihala Biyanwila, Kadawatha  
N.I.C. Number : 892033650V  
Age : 28  
Gender : Male  
Religion : Buddhist  
Nationality : Sri Lankan  
Contact Number : 0770038756

## EDUCATIONAL QUALIFICATIONS

- G.C.E (Ordinary Level) Examination in 2005

<b><u>Subject</u></b>	<b><u>Grade</u></b>
Mathematics	B
Buddhism	C
Sinhala	C
Science	C
Social Studies	C
Commerce	S
Art	S
English	S

Sat for G.C.E (A / L) Examination in 2008

Commerce Stream

## OTHER QUALIFICATIONS

- Completed AAT Part I & AAT part II  
Results AAT I

<b><u>Subject</u></b>	<b><u>Grade</u></b>
Economics	D (Pass)
Mathematics	C (Pass)
B/S	C (Pass)
Accounts	C (Pass)

➤ **AAT II Subject**

Final Account	D (Pass)
Information Management	D (Pass)
Business Law	C (Pass)
Business Communication	B (Pass)

➤ **AAT III**

Management Accounting	C (Pass)
Taxation	C (Pass)
Financial Accounts	D (Pass)
Audit	D (Pass)

- I am currently following a External Degree (Management- Open University )
- Followed a Computer course at Tec land Institute. Including ( Ms office & Internet and e -mail).
- Following intermediate level of instate of chartered accountancy

## **WORKING EXPERIENCE**

- I had one year experience in Sausiri Homes ( Pvt) Ltd, as an Account Assistant
- One year experience in union assurance as an insurance advisor (Sales)
- Currently I am working Mclarance Holding as an Account Executive
- Currently use ERP system of Microsoft Nav 2013

## **HANDLING WORKS**

- Preparing Bank Reconciliations
- Handling Petty Cash
- Reconciliation of all GL Accounts
- Handling S-VAT
- Handling Bank Facilityø
- Handling Cheqs And Cash
- Preparing Collection Report
- Handling Debtor Accounts
- Handling Payments
- Supporting to all Accounts Relate works
- Sales coordinating

**NON- RELATED REFERE**

01 Mr.Sajith Buddika,  
Assistant accountant  
InterOcean Lubricants (Pvt) Ltd  
Wattala.

Mobile: 0770038755

02 Mr. Minimuthu Dissanayake  
Sales – Engineer  
Mclerance Holding

Mobil: 0770038772

I do hereby confirm that the particulars given above are true and accurate to the best of my knowledge.

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Date

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Signature