



HARSHANI ERANDIKA

ACCOUNTANT

As a dynamic and detail-oriented accountant with over 15 years of expertise in accounting, auditing, budgeting and payroll across diverse sectors, I bring exceptional analytical and problem-solving skills to the table. My advanced knowledge of accounting principles and compliance empowers me to deliver accurate financial insights. Proficient in industry-leading tools such as QuickBooks, Sage and Oracle NetSuite, I am eager to contribute to your team and drive financial excellence.

CONTACT

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KEY SKILLS

- ✓ Data analysis
- ✓ Excellent communication
- ✓ Cost Accounting
- ✓ Financial reporting
- ✓ Tax preparation
- ✓ Cash flow management
- ✓ Budgeting
- ✓ Auditing
- ✓ Account reconciliation
- ✓ Organizing skills
- ✓ Effective in multi-tasking
- ✓ Sage 50 Accounting
- ✓ Oracle NetSuite
- ✓ Microsoft Excel

EDUCATION

UNIVERSITY OF SRI JAYEWARDNEPURA, SRI LANKA
B.Sc. Finance (Special) degree, 2007-2011.

Core subjects: Financial Accounting, Cost and Management Accounting, Risk Management and Insurance, Financial Modeling and Forecasting, International Financial Management etc.

INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA (ICASL)
Expecting graduation –Dec 2024.

CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY (CIDA) Completed
Advanced Certificate Course in Contract and Procurement
Management, Oct 2017.

AQUINAS UNIVERSITY COLLEGE
Completed Diploma in Business English, Jul 2008.

SECURITIES AND EXCHANGE COMMISSION (SEC) OF SRI LANKA Completed
Certificate Course in Capital Markets (CCM), Provisional Status, Oct
2011

EXPERIENCE

1. SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION (SLIATE)

Accountant. Dec 2016-May 2024.

- Financial Record Keeping: Maintained accurate and up-to-date financial records, including accounts payable, accounts receivable, and general ledger entries.
- Financial Reporting: Prepared financial statements, including balance sheets, income statements, and cash flow statements, on a regular basis.
- Budget Management: Assisted in budget preparation and monitoring, forecasting, and financial planning endeavors.
- Reconciliation: Conducted account reconciliations and bank reconciliations monthly and quarterly to ensure the accuracy and integrity of financial data.
- Audit Support: Collaborated with external auditors and internal teams to facilitate audits and compliance reviews.
- Tax Compliance: Assisted in the preparation of PAYE tax returns, VAT and ensure compliance with tax regulations.
- Expense Management: Reviewed and processed employee expense reports, ensuring adherence to company policies and settlement of invoices.
- Financial Analysis:

OTHER AFFILIATIONS

- Leader of the winning Inter-University Quiz team (Financial Wizards of the year-2009) conducted by the Securities and Exchange Commission (SEC) of Sri Lanka.
- Secretary of the Career Skills Development Society (CSDS) – Career Guidance Unit of University of Sri Jayewardenepura.
- Secretary of the Student Association of Finance (SAF) – Department of Finance.
- Captained the winning teams at the Sports club Volley Ball tournaments

Verified and analyzed financial records, amalgamated reports, and statements to ensure accuracy and adherence to legal requirements. • Procurement handling: Monitored the entire process of Procurement and certified payments. • ERP Systems handling: Monitored the ERP system to ensure the accuracy of internal control system. • Maintaining fixed assets: Maintained the fixed assets and calculated depreciations.

2. STATE TRADING (GENERAL) CORPORATION

Management Trainee (Finance). Jul 2016-Dec 2016.

- Prepared month end Sales analysis reports, Profitability reports and Management Accounting reports to the Board meetings.
- Prepared monthly Cash flows and Bank Reconciliations.
- Calculated VAT components and submitted VAT Return forms via VAT e-Filing System of Inland Revenue Department (IRD).
- Ensured all departmental invoices were correctly coded and documented for payment within the period.
- Actively involved in imports custom clearance procedures and formalities.
- Calculated landed cost, import taxes and other duties of imported items.
- Calculated Selling Price of imported items including all the expenses and profit margin.
- Actively involved in collection of customer outstanding and cash transfer process for the imports.
- Communicated with Shipping Lines and cleared Container Deposits and other relevant matters.

3. JANAKALA FOUNDATION

Accountant. Jan 2014-Dec 2015.

- Prepared annual financial reports and relevant supporting documents.
- Prepared answers to Audit Quarries and solved issues raised by the Department of Auditor General.
 - Complied financial information and reconciled reports and financial data.
 - Managed annual capital budget and maintained regular cash outflows.
 - Checked monthly financial reports, bank reconciliations and profitability statements.
 - Participated Board meetings, Audit committee meetings and explained clarifications when necessary.

4. SAMURDHI DEVELOPMENT BANK

Banking Assistant. Jul 2013- Dec 2013

- Prepared month end reports and Quarterly reports to submit to the Head Quarters.
- Prepared reports for loan schemes and debt collections.
- Monitored the progress of the granted loans and its downsides.

5. RICHARD PIERIS SECURITIES (PVT) LTD

Investment Advisor cum Accounts Executive. Jun 2010- Jul 2013

- Handled client portfolios and provided instructions on how to manage their own portfolios to make profits through Capital market transactions.
- Analyzed Capital market movements and daily up comings to understand the positive negative situations correctly and invest in most valuable and low risk shares.
- Analyzed financial statements of listed companies and decided at what point to invest.
- Prepared research reports and other relevant Capital market related ratios.

6. LANKA HIGH TECH MARINE (PVT) LTD

Accounts Executive. Jan 2008-May 2010

- Assisted in preparing salaries and other benefits of employees.
- Assisted in preparing annual budget for target works.
- Prepared accounting reports and maintained accounting documents.
- Participated in annual strategic business development issues.
- Prepared monthly progress reports.
- Monitored operations to make sure execution of all agreements.