

# Rushith Shenal



## CONTACT



Rushith Shenal



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Dubai, UAE



Sri Lankan



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## SKILLS

Microsoft Office

Critical Thinking

Teamwork

Time Management

Leadership

Public Relations

Effective Communication

## PERSONAL INFO

Age: 25

Gender: Male

Marital Status: Single

Nationality: Sri Lankan

## PROFILE

My objective is to contribute to the success of your organization by leveraging my academic background and professional experience in **management trainee and accounts assistant** roles. I approach assigned tasks with enthusiasm and strive to deliver exceptional performance. With experience as a Management Trainee, I have developed strong leadership and analytical skills, enabling me to effectively contribute to various operational and strategic initiatives. As an Accounts Assistant, I have a proven track record of maintaining accurate financial records, processing transactions, and supporting financial reporting processes. I possess keen attention to detail and strong decision-making skills, allowing me to manage multiple tasks concurrently with a self-motivated work ethic. I excel both independently and as part of a collaborative team environment.

## WORK EXPERIENCE

### MANAGEMENT TRAINEE

May 2022 – Apr 2024

NATIONAL MEDICINES REGULATORY AUTHORITY, Colombo, Sri Lanka

#### Responsibilities:

- Led and managed department responsibilities to ensure efficient operations, utilizing project management tools such as Trello and Asana.
- Designed, planned, and implemented training programs for senior staff using Microsoft PowerPoint and e-learning platforms to enhance skills and knowledge.
- Within six months, gained knowledge in finance, sales, supply chain, and procurement.
- Managed the registration process for medicines, including drugs, devices, and cosmetics dossiers, ensuring compliance with regulatory standards using regulatory software and databases.
- Streamlined the process for registering medicines in Sri Lanka, facilitating smooth regulatory approvals and using Microsoft Excel for tracking and reporting.
- Developed leadership and managerial skills through mentorship programs, gaining valuable insights and experience.
- Assisted in preparing regulatory documentation and submissions, ensuring thorough compliance with local and international standards using document editing tools like Microsoft Word and Adobe Acrobat.
- Collaborated with cross-functional teams to support regulatory projects, utilizing communication tools like Slack and Microsoft Teams.
- Utilized data analysis tools such as Microsoft Excel and Power BI to analyze and report on regulatory compliance data, providing insights for decision-making.
- Organized and maintained accurate records and files with document management systems like SharePoint and Google Drive, ensuring up-to-date and precise record-keeping.
- Maintained accurate financial records using accounting software.
- Processed invoices, verified bills, and ensured timely payments to vendors.
- Conducted monthly bank reconciliations and resolved discrepancies.
- Assisted in preparing monthly, quarterly, and annual financial statements.
- Supported budgeting and forecasting activities by analyzing financial data.
- Prepared documentation for audits and assisted auditors during annual audits.
- Provided administrative support to the finance team.

#### Skills:

- Project Management (Trello, Asana)
- Training and Development (Microsoft PowerPoint, e-learning platforms)
- Regulatory Compliance (Microsoft Word, Adobe Acrobat)
- Data Analysis (Microsoft Excel, Power BI)
- Communication and Collaboration Tools (Slack, Microsoft Teams)
- Document Management Systems (SharePoint, Google Drive)

### ACCOUNTS ASSISTANT

Jan 2019 – Dec 2019

FREIGHT PLAN PVT LTD, Colombo, Sri Lanka

#### Responsibilities:

- Handled reconciliation of USD and LKR bank accounts, ensuring accurate and up-to-date financial records.
- Managed and supervised the embarkation and disembarkation of Sea Marshals, ensuring smooth and compliant operations.
- Prepared credit notes and debit notes, maintaining precise documentation for financial transactions.
- Accurately inputted sales, purchase, and cash transactions into the accounting system, ensuring meticulous recordkeeping.
- Calculated bills owed by customers, prepared invoices, and distributed statements, ensuring timely and accurate billing.
- Assisted in the preparation of monthly financial reports, providing detailed analysis and insights.

## REFERENCES

**Mr. L. R. A. Prasad, CEO**  
Manna Food Services Pvt Ltd.  
+9471 306 6869, channaprasadl@gmail.com

**Mr. Baratha Dewanarayana, Senior Lecturer**  
National Institute of Business Management.  
+94 71 431 9845, baratha@nibm.lk

- Collaborated with internal departments to resolve discrepancies and ensure accurate financial reporting.
- Utilized accounting software such as QuickBooks and Microsoft Excel for financial data entry and reporting.
- Monitored accounts receivable and payable, ensuring timely payments and collections.
- Supported the finance team during audits by providing necessary documentation and explanations.
- Maintained organized and secure financial records, ensuring compliance with company policies and regulations.
- Prepared and analyzed financial statements including income statements, balance sheets, and cash flow statements.

## EDUCATION

**BA (HONS) BUSINESS MANAGEMENT AND LEADERSHIP** 2022 – 2023  
NATIONAL INSTITUTE OF BUSINESS MANAGEMENT (NIBM) COLLABORATION WITH COVENTRY UNIVERSITY, UK, COLOMBO, COLOMBO

**HIGHER NATIONAL DIPLOMA IN BUSINESS MANAGEMENT** 2021 – 2022  
NATIONAL INSTITUTE OF BUSINESS MANAGEMENT, COLOMBO

**ADVANCED DIPLOMA IN BUSINESS MANAGEMENT** 2020 – 2021  
NATIONAL INSTITUTE OF BUSINESS MANAGEMENT, COLOMBO

## PROFESSIONAL QUALIFICATIONS

Successfully completed AAT stage 1 2016

Successfully completed CMA stage 1 2019

I HEREBY CERTIFY THAT THE ABOVE-GIVEN INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.