



# PRABATH MADUSANKA

Finance Executive

## CONTACT



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## PERSONAL DETAILS

Full Name R.P.P.M Wijewickrama

Date Of Birth 15 Nov 1997

Gender Male

Nationality Sri Lanka 

Nic No 973200313v

## OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company,

## SKILL

- Financial Management
- Accounting
- Tax Collecting
- Accounting Principles
- Data Analysis
- Mathematical Skills
- Financial Reports
- Strong Ethics

## ACADEMIC QUALIFICATIONS

2018-2023

Sri Lanka Institute of Advanced Technological Education • Bachelor of Commerce (HNDA)

2016

GCE Advanced Level (Index : 1409140)

• Accounting - A • Economic - B • Business Studies - B

## WORKING EXPERIENCE

2023 - Present

Future Life Investment (Pvt) Ltd Kadawatha Sri Lanka.

### Finance Executive

- Ensure all receipts are processed promptly and accurately and ensure the Accounts Receivable ledger balances reflect an accurate position.
- Work collaboratively with Group accountants, external accountants, and bookkeepers. Preparation of budget vs. actual schedules and reports.
- Process accounting transactions, both payments received and sent by bank transfers Engage in the projects driven by the team and active participation in extra activities of the group.
- Ensure accurate Bookkeeping, Reconciliation of supplier accounts, or any other finance related matters.

2021 - 2023

TRUSRO Investment (Pvt) Ltd Sri Lanka

### Assistant Accountant

- Collaborate with Financial Managers and other team members to successfully execute various accounting tasks.
- Maintain company ledgers and daily financial transactions & Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders.
- Identify discrepancies in ledgers & accounts, tracking them to the source correcting them.
- Manage payroll activities and release salaries & Coordinate and manage payment and billing details of external service providers, contractors and vendors.
- Verify payments and deposits made through the company account and coordinate with the bank & Create daily reports for management and team members.

2020 - 2021

Lakdiwa Engineering Company of Transport Ministry Sri Lanka.

### Accounts Executive

- Prepare bank reconciliations and bank & related activities.
- Daily payments and receipts entering into the system
- Handling payable accounts.
- Manage petty cash & and IOU settlements.

2019 - 2020

VINT Bio Tech (Pvt) Ltd Sri Lanka.

### Accounts Assistant

- Reconcile financial books including incoming and outgoing funds
- Daily payments and receipts entering into the system
- Handling Receivable & payable accounts
- Working as an Acting Cashier

## REFERENCE

Chamila Perera

Finance Manager

Future Life Investment Pvt Ltd.

Kadawatha

Sri Lanka

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N T Yathramullage

Director

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