



SANTHARAM PATHMANATHAN

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OBJECTIVE

To work in a globally competitive environment on challenging assignments that shall yield the twin benefits of the job satisfaction and a steady-paced professional growth.

Educational Details

- GCE **Advanced Level** Examination 2008.

<u>Subjects</u>	<u>Grade</u>		
Accounting	A	Business Studies	B
Economics	B	English	A

- GCE **Ordinary** Level Examination 2005.

<u>Subjects</u>	<u>Grade</u>
Tamil	: A
English	: A
Social Studies	: B
Religion	: A
Commerce	: A
Mathematics	: A
Science & Tec	: B
Health Science	: B
Tamil Literature	: A

Certified courses:

- Dip In General English
- Advance Dip In Business English (BOC Is Fully Associated With The University of Greenwich – London)
- Dip In Computerized Accounting And Bookkeeping (Tally9.2, Quickbook.Accpack And Excel)

PROFESSIONAL QUALIFICATION

- Completed **AAT (Associations of Accounting Technicians)** at JAYASEKERA MANAGEMENT CENTRE (PVT) LTD
- Completed **CIMA (Chartered Institute of Management Accountants)** at Wisdom Business Academy, Colombo. (Operational Level)
- Following **ACCA (Association of Chartered Certified Accountants)** at Mercury Institute of Management, Colombo. (F2 and F3) (**Foundation Level**)

EXTRA CURRICULAR ACTIVITIES

- Received Certificate for participating in English, Tamil Literature, and Religion & Music competitions in school level & National level.
- Completed Carnatic Music & Instruments (Violin & Veena) Chennai Music Academy

Software Skills:

Os : Windows 95,98,2000, XP, Vista, Windows 7.8. MS Office/Outlook

Career profile:

- Creative with effective interpersonal skills and organizational abilities.
- Strong, coordinating, planning, and problem solving abilities.
- Ability to work under pressure in, time sensitive, fast paced environments.
- Experienced at streamlining systems to enhance productivity.
- Ability to handle projects from planning through to execution.

Working Experience:

- **Organization** : SANJEEWA NETWORK
- **Position** : DATE ENTRY OPERATOR & STOCK MANAGMENT
- **Duration** : 2008 Aug to 2009 Feb
- **Place** : Sri Lanka.

- Maintaining the accounts in excel
- Keying the data entry for the six branches dates
- Collecting the customers' date base and applying
- Preparing the monthly stock sheet and order to new purchasing
- Arranging bank deposits, withdrawals and cheque issuing
- Sending the customer orders on time
- Preparing the purchasing order to Main office
- Maintaining office co-ordination: maintaining co-ordination and link between the department/person and the rest of the office.
- Supervising the work of low level clerks and assign jobs to them

Organization : RADIANTT MARKETING (PVT) LTD
Position : ASSISTANT ACCOUNTANT
Duration : March 2009 to June 2013
Place : Sri Lanka.

- Preparing & submitting all Petty Cash Vouchers for an approval.
- Preparing & submitting Petty Cash Statement weekly basis.
- Preparing & submitting Fund Flow Statements monthly basis.
- Maintain Creditors & Debtors records.
- Preparing Local and foreign payment.
- Preparing monthly Bank Reconciliation.
- Preparing Management information report when requested by the management.
- Preparing & Submitting Financial Statistics records for the financial decision of the management on their request.
- Maintaining all the financial records in Computer Software & Generating information from the software.
- Reporting directly to the Group Finance Director.

Organization : FALCON OF EAST LOGISTIC SERVICE (PVT) LTD.
Position : ACCOUNTS EXECUTIVE
Duration : June 2013 to April 2016
Place : Sri Lanka.

- Monthly Profit & Loss Report.
- Bank Reconciliation.
- Trail Balance.
- Balance Sheet.
- Salary & Payroll with E.P.F & E.T.F & Payee Tax Contribution Reports
- Q/E B.T.T & E.S.C Schedule Preparation.
- Q/E Value Added Tax & Nation Building Tax Schedule Preparation.
- Import & Export Costing Preparation.
- Journal Entries /Payment Entry/Receipt Entry/Contra Entry each & every data entries enter the System.
- Financial Year Ending Audit Reports Preparation

Organization : WASI TRADES (eCommerce)
Position : ACCOUNTANT
Duration : APRIL 2016 to MARCH 2021
Place : Sri Lanka.

- Maintains the full set of accounts in TallyErp9 package (payable, receivable, stocks, month dues)
- Preparing export and import document and all legal work
- Preparing payroll
- Maintaining office co-ordination: maintaining co-ordination and link between the department/person and the rest of the office.
- Arranging meetings and other gatherings
- Creating and maintaining office documents: office documents such as, invoices, reports, data sheets have to be created and maintained by an administrative assistant.
- Accompanying the employer to conferences and meetings: administrative assistant should accompany the employer to meetings and conferences both outside and inside the firm's premises. They are then required to make an account of the happenings and improvements.
- Overall office keeping: administrative assistant has to maintain the inflow and outflow of goods (food, paper, pens, pencils, notepads etc.), arrange for repair and maintenance of office equipment, receive, store and maintain inventory of office supplies and equipment, and send, receive and sort mail and other packages.
- Supervising the work of low level clerks and assign jobs to them.
- Making travel arrangements: when the employer or the department has to travel some place on official work, the administrative assistant makes arrangements for the travel and stay.
- Interaction with clients and customers: administrative assistants interact with clients and customers and keep track of the improvements. Client/customer relations have to be maintained and any complaints or problems go through the administrative assistant to the employer.
- Maintaining confidentiality in all aspects on the firm's dealing and working.

- **Organization : LIFE MOBILE LANKA (PVT) LTD (eCommerce)**
- **Position : ACCOUNTANT**
- **Duration : MARCH 2021 to NOVEMBER 2023**
- **Place : Sri Lanka.**

- Maintains the full set of accounts in TallyErp9 package (payable, receivable, stocks, month dues)
- Preparing export and import document and all legal work
- Preparing payroll
- Maintaining office co-ordination: maintaining co-ordination and link between the department/person and the rest of the office.
- Arranging meetings and other gatherings
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Maintaining confidentiality in all aspects on the firm's dealing and working.

Personal Details:

Name : Santharam Pathmanathan

Temporally Address : 278A, Don Bosco Road, Palliyawatta, Hendala, Wattala.
Date of Birth : 21.01.1989
Nationality : Sri Lankan
Sex : Male
Marital status : Married
Passport No. : N2743069

NON- RELATED REFREES

(1) Ms.Praveena Premakumar BSc (IT)

Business Development Manager

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(2) Ms.Subashini Nadarajah

HR Executive

Hemas Holding PLC

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Declaration:

I hereby declare that the above stated information's are fact and true to the best of my knowledge and belief.

S.Pathmanathan.

03.12.2023