



# Samitha Sureshwararajha

Dedicated and adaptable professional seeker of almost four years' experience with Accounting skill and one & half years' experience with Medical Coding Skill. Aiming to contribute to your Company with my key qualities and excel knowledge in a dynamic and challenging environment.

## Contact

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## Education

**Bachelor of Commerce (Special) Degree (BCom) 2010-2015**  
Second Class (Lower Division)  
University of Kelaniya, Sri Lanka

**International Classification of Diseases (10th Revision) Morbidity Coding - 2022**  
National Institute of Health Sciences (NIHS), Sri Lanka

## Certificates

**Certificate in Accounting & Business 1 (2010)**  
The Institute of Chartered Accounts of Sri Lanka

**Diploma in English (2011)**  
Aquinas College of Higher Studies Colombo Sri Lanka

**Certificate Course in Computer Literacy (2011)**  
University of Kelaniya Sri Lanka

**Business Internship (2014)**  
Bank of Ceylon Sri Lanka

## Language

English - Read / Write / Speak - Good  
Tamil - Speak - Average  
Hindi - Understand

## Experience

### ● Development Officer(2022-2023)

#### Trainee Development Officer(2021-2022)

Base Hospital Panadura, Sri Lanka

- Accurately assigned ICD-10 codes to patient diagnoses, procedures, and services in compliance with coding guidelines and regulations
- Collaborated with healthcare providers to clarify and obtain necessary documentation for accurate code assignment
- Reviewed and abstracted medical records, operative reports, and other relevant documentation to ensure proper code selection
- Familiarity with eIMMR (Electronic Indoor Morbidity & Mortality Record) & HHIMS (Hospital Health Information Management System) software
- Submit Monthly, Quarterly reports to the Management

### ● Assistant Accountant(2018-2019)

New Ranvel Lanka Pvt Ltd – Fonterra Agency, Sri Lanka

- Prepare and maintain financial reports, including profit and loss statements, balance sheets, and cash flow statements
- Prepared financial documents and spreadsheets using accounting software
- Preparation of budgets and forecasts, providing insights to aid in decision-making
- Internal Auditing & Payroll
- Prepared and filed tax documents, assisting with ensuring compliance with local and federal regulations

### ● Assistant Accountant (2016 - 2017)

#### Accounts Assistant (2015 - 2016)

Ranvel Lanka – Chevron Lubricants Lanka Warehouse, Sri Lanka

- Handling of Quick Book (QB) Accounting Package
- Managed the documentation and filing of financial records in compliance with internal policies and regulatory requirements
- Assisted in the preparation of bank reconciliations and financial reports
- Conducted daily reconciliation of accounts payable and accounts receivable
- Petty Cash Handling

## Expertise

- Proficient in Microsoft Excel, Word & Power point, accounting & healthcare software
- Strong knowledge of financial principles and accounting procedures
- Detail-oriented with excellent analytical and problem-solving skills
- Effective Communication Skills & Team Collaboration with cross-functional teams
- Time management and ability to prioritize tasks effectively