

# INDIKA PUSHPA KUMARA

Hingurakgoda, Sri Lanka.

+94 765745048 / [pushpakumara42@gmail.com](mailto:pushpakumara42@gmail.com)

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Dear Hiring Manager,

I am writing to express my interest in the advertised position at your esteemed company, bringing over a decade of experience, a strong educational background, and a deep commitment to excellence.

As a Financial Accountant, I specialized in financial reporting, taxation, cash flow, budgeting, and forecasting, ensuring regulatory compliance and handling complex financial tasks. In my role as an Audit Associate/Senior Audit Associate, I developed a keen eye for detail and a strong understanding of internal controls and risk management. These experiences have not only deepened my accounting skills but have also enhanced my ability to think critically and solve problems efficiently.

With a Bachelor of Science in Accountancy and Finance, and completed Executive Levels and Financial Reporting and Taxation at the business level of CA Sri Lanka, I possess a solid understanding of accounting principles and practices.

I have practical skills in Computerized Accounting Packages and Computer Studies, proficient in software like QuickBooks, MYOB, Sage, Tally and Peachtree. This, coupled with a strong grasp of IT, enables me to efficiently manage and analyze financial data.

Additionally, completing an Applied Organizational Management & Supervisory Skills Development Course has equipped me with leadership and organizational skills crucial for a collaborative and efficient workplace. My ability to lead teams, manage projects, and communicate effectively has consistently led to successful outcomes in previous roles.

I am attracted to the opportunity at your company and eager to contribute my unique blend of experience, education, and skills. I look forward to discussing how I can be an asset to your team. Thank you for considering my application. Please feel free to contact me to arrange a meeting.

Sincerely,

Indika Pushpa kumara.

# INDIKA PUSHPA KUMARA

## PROFESSIONAL SUMMARY

With a decade of experience in accounting and audit roles, I am a detail-oriented Accountant with a strong skill set in complex accounting systems. I specialize in conducting financial audits, handling taxation, developing and implementing efficient accounting practices and providing accurate financial reporting. I possess a deep knowledge of financial principles and a proven track record of applying these skills effectively in the workplace. My career history has equipped me with the tools necessary to contribute effectively to your team, ensuring accuracy and compliance in all financial matters.

## WORK HISTORY

### Financial Accountant

**Retech International (Pvt) Ltd** | Ja-Ela, Sri Lanka

February 2022 - September 2023

- Maintained and updated financial records in compliance with Accounting Standards, overseeing ledger and journal entries.
- Prepared, evaluated and reviewed monthly, quarterly, and annual financial statements.
- Monitored and tracked business revenue, expenditures, assets and liabilities, conducting regular account reconciliations to maintain the accuracy and integrity of financial data.
- Prepared specialized financial reports including cash flow forecasts, budgeting and import costing, responding to management requests for specific analyses and insights.
- Managed all tax computations and related matters.
- Managed working capital and maintained effective relationships with debtors, creditors, financial institutions, banks and other related institutions.
- Contributed to the development of internal control processes, standard operating procedures (SOPs) and inventory management.
- Regularly communicated key financial information and insights to the CEO and directors, aiding in strategic decision-making processes.
- Experience in working with QuickBooks accounting software and MS Office package including advanced Excel functions.



-  Hingurakgoda, Sri Lanka
-  +94 76 574 5048
-  [Pushpakumara42@gmail.com](mailto:Pushpakumara42@gmail.com)
-  <https://www.linkedin.com/in/pushpa-kumara-ggi63231b126>

## SKILLS

- Financial Reporting
- Account Reconciliation
- Taxation
- Auditing
- Forecasting
- Budgeting
- Bookkeeping
- Data Analysis
- Microsoft Office package
- Computerized accounting packages
- Internal Control
- Advance Excel

## PERSONAL PROFILE

- Full Name: Gamathenne Gedara Indika Pushpa kumara
- Gender: Male
- Nationality: Sri Lankan
- Date of Birth: 18<sup>th</sup> September 1988
- Civil Status: Single

### Financial Accountant

**Lio Consumer (Pvt) Ltd** | Wattala, Sri Lanka

January 2018 - January 2022

- Maintained and updated financial records in compliance with Accounting Standards, overseeing ledger and journal entries.
- Prepared, evaluated and reviewed monthly, quarterly, and annual financial statements.
- Prepared and developed comprehensive financial reports including cash flow forecasts, budgeting, import costing and foreign reimbursement reports, tailored to management requests.
- Skillfully tracked business revenue and expenditures, ensuring accurate account reconciliation.
- Analyzed financial data and forecasted financial statements.
- Managed all aspects of tax computation and related matters.
- Actively contributed to internal control processes, SOPs, and inventory management strategies.
- Managed working capital and facilitated effective communication with debtors, creditors, banks and various levels of other stakeholders.
- Experienced in MYOB accounting software, Axienta sales software and MS Office package including advanced Excel functions.
- Regularly reported crucial financial information to the CEO and directors for decision-making.

### Financial Accountant

**Ceylon & Foreign Trades PLC** | Grandpass, Sri Lanka

January 2017 - December 2017

- Updated financial records in ledgers and journals and prepared, evaluated and reviewed monthly, quarterly and annual financial statements including consolidated financial statements.
- Calculated gains and losses of investments, fair value measurement and other related calculations.
- Authorized bank reconciliations, payments and other reports for the accounting department.
- Dealt and communicated with stock brokers, shareholders, auditors, banks, company secretaries, and relevant institutions.
- Prepared working papers, reports, and supporting documentation for audit findings.

### Audit Associate/Senior Audit Associate

**A.I. Macan Markar & Company** | Bambalapitiya, Sri Lanka

September 2013 - December 2016

- Performed audit engagements for various industries including international trading, manufacturing, hotels, distribution, freight forwarding, construction, travel agencies, and NGOs.
- Conducted audits by applying auditing standards and principles.

## NON-RELATED REFEREES

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### 01. Mr. Kuhan Krishanthan,

Manager-Audit and Assurance

Ernst & Young,

400 Capability Grn,

Luton LU1 3LU,

United Kingdom.

Email: Kuhan.Alagiah@uk.ey.com

Telephone: +44 1582 643000

Mobile: +44 7884 257749

### 02. Mr. GKS Kaushan,

Finance Manager,

Millennium Teas (Pvt) Ltd,

No: 161/B, Ambatale Road,

Mulleriyawa North,

Mulleriyawa, Sri Lanka.

Email:

shashithakaushan91@gmail.com

Telephone: +94117535337

Mobile: +94771325070

## LANGUAGES

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Sinhala: Native language

English: Advanced

- Prepared working papers, reports, and supporting documentation for audit findings.
- Experienced in bookkeeping in various business organizations.
- Conducted extensive assessments of assets, liabilities, and equity to verify the accuracy of financial reports and calculated financial ratios.
- Identified risks and errors, proposing corrective action to decision-makers.
- Consulted clients on internal control systems development and audit program improvements.
- Used Sage and Tally software to generate financial statements and facilitate account closing procedures.

## EDUCATION

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### **Rajarata University of Sri Lanka - December 2017**

Bachelor of Science (Account and Finance) Special

### **UDEMY - Online - Since December 2023**

Following the Financial Analyst Course from December 2023.

### **Institute of Chartered Accounts of Sri Lanka - March 2019**

Part Qualification (Completed Executive Level and Financial Reporting and Taxation Subjects of the Business Level)

### **ESOFT Metro Campus - Sri Lanka - July 2013**

Diploma in Computerized Accounting Packages (QuickBooks, Sage, Tally, MYOB and Peachtree).

### **IDM Nations Campus - Sri Lanka - September 2012**

Diploma in Computer Studies- Completed with a Distinction.

### **Federation of Chamber of Commerce & Industry - Sri Lanka - October 2009**

Diploma in Applied Organizational Management and supervisory Skills Development.

## ACHIEVEMENTS

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I built a strong Fraud Detection System for our team, using advanced data analysis and regular checks. My dedication to keeping our business transactions honest and my expertise helped strengthen our defences against fraud. The Lio Consumer (Pvt) Ltd recognized my efforts and strategic initiative in this achievement in 2019.