

LAKSHINI WIJERATHNE

Experienced Finance Professional



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lakshidxl@gmail.com



No: 150/4, Palanwatta, Pannipiya,
10230, Sri Lanka

COVER LETTER

Dear Hiring Manager,

I am writing to express my keen interest in joining your esteemed organization and exploring a challenging position within your dynamic team. With a strong background in finance, exceptional leadership skills, and a proven track record of delivering results, I am confident in my ability to contribute significantly to your organization's success.

I have attached my resume for your review, which provides comprehensive details of my professional experience, education, and skills. Throughout my career, I have demonstrated proficiency in financial reporting, cash flow management, accounts receivable and payable, account reconciliation, maintained strong supplier relationships. I am skilled in analyzing financial data, identifying areas for improvement, and implementing effective strategies to enhance financial performance.

I was joined with my previous employment as an Assistant Finance Manager and, I have successfully taken on managerial responsibilities since March 2023. What sets me apart is my ability to lead and inspire teams to achieve their highest potential. I have a proven track record of successfully mentoring and developing finance professionals, fostering a collaborative work environment, and driving a culture of excellence.

In my previous role as a Finance Manager, I'm providing financial reports and interpret financial information to managerial staff while recommending further courses of actions, maintaining the financial operations of the organization, managing the preparation of the company's budget, communicating with auditors to ensure appropriate monitoring of company finances is maintained, handling all matters related to taxation and HR with the assistance of our external consultants. My attention to detail, ability to handle complex financial transactions, and commitment to accuracy have consistently resulted in streamlined processes and improved financial controls.

Furthermore, my educational background includes a Master of Business Administration with a Merit grade, and bachelors degree specializing in accounting and finance. This has equipped me with a strong foundation in financial analysis, risk management, and strategic decision-making. I am adept at utilizing financial software and tools to drive insightful analysis and generate accurate reports.

I am excited about the possibility of joining your organization and contributing to its continued growth and success. I am confident that my skills, experience, and dedication make me a strong fit for a challenging position within your esteemed organization.

Thank you for considering my application. I would welcome the opportunity to discuss how my qualifications align with your organization's goals and to further demonstrate my suitability for the role. I look forward to the possibility of an interview.


Sincerely,
Lakshini Wijerathne



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PERSONAL DETAILS

- **Date of Birth:** 03rd May 1990
- **Marital Status:** Single
- **Citizenship:** Sri Lankan
- **Passport No:** N9133025
Issue Date - 10.11.2021
Expiry Date - 10.11.2031
- **VISIT STATUS:** VISIT VISA

AREAS OF EXPERTISE

- Financial Reporting and Analysis
- Budgeting, Forecasting and Cash Flow Management
- AR and AP and Supplier Relations
- Reconciliation of Accounts and Ledgers
- Compliance and Taxation (IT, VAT, SSCL, Payee Tax)
- Internal Controls and Risk Management
- Team Leadership and Mentoring

SKILLS

- Financial Analysis and Interpretation
- Accounting Standards (SLFRS/LKAS)
- Auditing
- Risk Assessment and Management
- Financial Software and Tools (e.g. ERP, Excel, QuickBooks, Tally)
- Data Analysis and Interpretation
- Financial Modelling and Reporting
- Cost Management and Control
- Teamwork and Collaboration
- Effective Communication and Presentation Skills
- Problem Solving and Decision Making
- Attention to Detail and Accuracy
- Time Management and Prioritization
- Adaptability and Flexibility
- Strong Analytical Thinking
- Customer Service Orientation
- Fundamental knowledge of UAE Taxation and, Labour Law.

PROFILE SUMMARY

A dedicated and results-driven finance professional with 5+ years of experience in proven track record in managing accounting and financial operations and ensuring accurate financial reporting. Possesses extensive experience in preparing financial statements, handling accounts receivable and payable, conducting bank reconciliations, and managing cash flow. Demonstrates strong analytical skills, attention to detail, and the ability to thrive in fast-paced environments. Seeking a challenging position where I can contribute my expertise and leadership skills to drive financial success and support business growth.

WORK EXPERIENCE

Manager Finance

March 2023 - January 2024

North Seven Trading (Pvt) Ltd - A Leading Online Supermarket (Sri Lanka)

- Review of monthly Financial Statement before presenting to Management Team.
- Preparation of Annual Plans, Reforecast and Monthly Cash Flow projections.
- Ensure that actual expenses are within the Annual Plan.
- Managing daily cash balances and ensuring that cash flows are adequate to allow business units to operate effectively.
- Working with executives and business heads to prepare budgets and track profit / loss performance by business unit and on consolidated basis.
- Daily Review of GP margin as per DRR and ensure it is in line with Plan. If not discuss with Operation team for corrective actions.
- Maintaining banking relationship and merchant service for business units.
- Dealing with Auditors and Tax advisors.
- Preparation of payroll cost report, roster and attend to HR and Admin related duties and issues.
- Supervision of the Finance team to ensure their quality of work as per JD and in a timely manner.
- Providing advice on financial matters impacting on the company as a whole.
- Regular review of Internal controls.
- Attending Audit queries.
- Ensure timely settlement of all Suppliers / Third party payments.
- Process improvements through better use of IT.
- Arrange for timely annual audits.

Assistant Manager Finance

April 2022 - February 2023

North Seven Trading (Pvt) Ltd - A Leading Online Supermarket (Sri Lanka)

- Preparation of financial statements on monthly basis.
- Perform daily cash management duties, including the recording of bank deposits, updating and distribution of cash receipt logs, and posting of cash to the accounts receivable sub-ledger.
- Preparation of Daily Revenue Report and upload it to shared folder for Management review.
- Handling All the Vendor and Service providers Payments and Attend the supplier inquiries and pass an all the payment entries. This included Payments based on credit proposal, setting off payments against GRN, clearing supplier payment issues and Maintaining payment schedule.

EDUCATION

Master of Business Administration

- Grade: Merit (2022)

Canterbury Christ Church University,
United Kingdom

Bachelor of Business

Administration (specialization in Accountancy and Finance) (2019)

Heriot-Watt University, United Kingdom

Advance Certificate in Financial and Management Accounting

- Grade: Merit (2018)

National Institute of Business
Management (NIBM - Sri Lanka),
Colombo

Following Certified Management Accountant - CMA (Australia)

- Prepare manual invoices for third parties and follow up receivables from customers.
- Preparation of VAT / SSCL and Payee Tax monthly payment and return filling.
- Preparation of Funds status report and Bank reconciliations.
- Preparation of Uber / Pickme Revenue and IPG / Credit Card reconciliation and passing the settlement entries.
- Providing cash flow projection and maintain cash flow on monthly basis.
- Performing audits and resolving discrepancies.
- Petty cash management - Compute, classification and summarize of petty cash expenses, reimbursements, claims, disbursement etc.
- Preparation of other requested reports based on FD's requirements.
- Preparation of VAT Input and Output reconciliation monthly.

Senior Executive - Accounts

October 2019 - January 2022

East Point (Pvt) Ltd (Miika) - A Leading Women Garment Manufacturer (Sri Lanka)

- Prepared and analyzed financial statements and management reports.
- Performed bank reconciliations and administered financial transactions and payments, including supplier, factory, and internal platform payments.
- Managed company bank accounts, accounts payable/receivables, debt collection, and credit activities.
- Audited and reconciled online sales platforms.
- Handled petty cash and cash in hand, prepared billing and invoicing.
- Support internal and external audit requirements.
- Handled suppliers and answered customer queries, as well as prepared import documentation.
- Assisting management in the decision-making process by preparing budgets and financial forecasts
- Thrived in a busy working environment, demonstrating flexibility and adaptability in performing multiple tasks under pressure.

Accounts Assistant

May 2018 - September 2019

RP Associates (Pvt)Ltd - Construction Company (Sri Lanka)

- Maintained accurate financial records.
- Responsible for all payments (including payroll) and handling petty cash.
- Responsible for cash advances, petty cash and bank reconciliation, aging reports and statements of Accounts
- Provides financial information to management by researching and analyzing accounting data, preparing reports.
- Creates invoices according to company practices submits invoices to customers.
- Follow up on payments with internal and external stakeholders to ensure correct booking of received payments.
- Analyzing reports and tools that identify cost exceptions and working with cross-function teams to predict and improve the cost of production.

Accounts Clerk

February 2015 - May 2016

Double XL (Pvt) Ltd - A Leading Plus Size Garment Manufacturer (Sri Lanka)

- Maintained accounting records.
- Reconciled bank statements with general ledger.
- Handled petty cash and cash in hand.
- Prepared payroll.
- Managed accounts payable/receivables, debt collection, and credit activities.
- Handled suppliers and answered customer queries.
- Prepared daily and monthly revenue and expenses reports.
- Attended year end and Mid-year physical stock verification & Fixed assets physical verification.
- Accepted challenges in a busy working environment, demonstrating flexibility and adaptability in performing multiple tasks under pressure.

LANGUAGES LITERACY

- English

ADDITIONAL DIPLOMAS

Diploma in English

- ESOF Metro Campus (June 2014)

Diploma in Business Information Technology

- SIBT (November 2012)

Diploma in Professional English

- Lalith Athulathmudali Center (March 2011)

Diploma in Spoken English and International Computer Driving Licence

- Royal Institute (November 2008)

NON RELATED REFREES

Mr. Thamal Chathuranga

Senior Relationship Officer

Mashreq Bank

thamalchathu@gmail.com

+97 1563608210 / +97 1506870276

Mr. Sunil Peiris

Director - Finance & Operations

North Seven Trading (Pvt) Ltd

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