



# SHASHIKALA JEEWANI

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## Personal

Date of Birth : 30.04.1993  
Nationality : Sri Lankan  
Gender : Female  
Civil Status : Married  
Passport No : N9821155

## Skills

- Administration
- recruitment
- Communication
- Financial Reporting
- Data Analysis
- Leadership
- Problem Solving

## IT and software skills

- Expertise in Microsoft Office (Word, Excel, PowerPoint)
- CIGAS (Computerized integrated government accounting system) - Sri Lanka

## Languages

- English

## About Me

As a seasoned professional, I possess advanced expertise in financial management, with a focus on government sectors and agricultural development. My skills extend to strategic financial planning, budgeting, and expenditure control, ensuring efficient fund allocation and utilization. I excel in government accounting practices, grants management, and procurement processes, including those specific to agricultural programs. Moreover, my experience encompasses proficiency in accounts and human resource management (HRM) subjects, where I have demonstrated the ability to effectively manage financial accounts while also overseeing HRM functions. With strong stakeholder engagement abilities, I foster collaboration with diverse stakeholders to develop and implement effective and sustainable financial policies tailored to the unique needs of agricultural development initiatives.

## Experiences

- Management Service Officer** 2023 – 2024  
Public Service Commission (Establishment Division) - Sri Lanka
  - Experience in developing and analyzing public policies.
  - Demonstrated proficiency in governmental processes and procedures.
  - Proven ability to lead and manage projects from initiation to completion.
  - Experience with regulatory frameworks and compliance requirements.
  - Skill in formulating strategic plans and initiatives to support organizational goals.
  - Strong interpersonal and communication skills for effectively.
  - Proficiency in collecting, analyzing, and interpreting data.
  - Ability to handle conflicts and negotiations effectively, fostering.
- Management Service Officer** 2015 – 2023  
Department Of Agrarian Development (Financial Division) - Sri Lanka
  - Proficiency in financial planning, budgeting, and expenditure control.
  - Experience in government accounting practices, including knowledge.
  - Skill in managing grants, subsidies, and external funding sources.
  - Ability to prepare financial reports, statements, and analyses.
  - Familiarity with government procurement processes, contract management.
  - Experience in developing and implementing financial policies.
  - Track record of effectively managing financial aspects of agricultural development projects.
  - Strong interpersonal skills for engaging with stakeholders.

## Academic and professional qualification

- Bachelor of Labour education (Second Class Upper Division)**
  - University of Colombo, Sri Lanka
  - Related Subjects: Human resource management, Accounting, Finance Management, Information Technology, Labour Economics, Labour Law, etc.
- Completed – Chartered Certificate**
  - Accounting and Business (CAB I) Level
  - The Institute of Chartered Accountants, Sri Lanka (ICASL)
- Competed – Association of Accounting (Foundation Level)**
  - Sri Lanka

### Diploma In professional HRM (DPHRM) - In Progress

- The Chartered Institute of Personnel Management-
- (The chartered institute of personnel development uk approved centre.)

Public Procurement Procedure Training Program - Sri Lanka Institute of Development Administration