

## **Shashikala Jeewani**

### **Bachelor of Labour Education**

Al Rigga , Dubai, United Arab Emirates

DOB : 30th April 1993

Civil Status: Married

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#### **EXECUTIVE SUMMARY**

**Qualified Management Assistant with seven years of experience in financial reporting, Manual Bookkeeping, Bank reconciliation, and client services. Having a thorough knowledge of CIGAS (computerized integrated government accounting systems) application on accounting practice and internal control. Qualified Management service officer with one and half years of experience in Matters relating to formulation of Service Minute for each approved service of the public service, scheme of recruitment, Scheme of Promotion, and the Schemes of Transfer for all the services. A part-qualified AAT Sri Lanka and Chartered Accountant from Institute of Chartered Accountants of Sri Lanka (ICASL) and Completed Bachelor of labour Education degree from University of Colombo Sri Lanka.**

#### **EMPLOYMENT PROFILE**

##### **■ MANAGEMENT SERVICE OFFICER – PUBLIC SERVICE COMMISSION (SRI LANKA) JANUARY 2023 TO APRIL 2024**

###### **Company Profile**

**Public Service Commission is the leading HRM company for the public service of Sri Lanka.**

###### **Summary of Key Responsibilities**

- To formulate, check, and amend the service minutes for each approved service in the public service.
- To formulate, check, and amend the recruitment procedures for one of the posts in such services.
- Preparation, checking, and amendment of matters related to the preparation of the promotion system for public service posts.
- Matters relating to the formulation of transfer schemes for all services.
- Formulation of Rules, Circulars, and Guidelines.
- Matters relating to the Right to Information Act No. 12 of 2016.

##### **■ MANAGEMENT SERVICE OFFICER(Financial Division) - DEPARTMENT OF AGRARIAN DEVELOPMENT - JULY 2015 TO JANUARY 2023**

###### **Company Profile:**

**It is the premier government institute in Sri Lanka organized, constituted and managed to ensure the sustainable development of the agricultural society and to create optimum productivity from all agricultural lands.**

###### **Summary of Key Responsibilities**

- Identify departmental financial transactions, record transactions in a journal, post transactions, prepare unequal trial balances, analyze worksheets, reconcile journal entry discrepancies, prepare a financial statement and close the cash book.
- Checking monthly bank reconciliation reports.
- Payment of traveling expenses and overtime for officials.
- Release of allocations to district offices under various expenditure heads.
- At the end of the year, close the accounts for the year and notify the Ministry of Finance.

## ACADEMIC & PROFESSIONAL QUALIFICATIONS

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- Bachelor of Labour education – University of Colombo – Sri Lanka Related Subjects: Human resource management, Accounting, Finance Management, Information Technology, Labour Economics, Labour Law and etc.
- Completed –Chartered Certificate in Accounting and Business (CAB I) Level. The Institute of Chartered Accountants of Sri Lanka (ICASL).
- Completed – Association of Accounting of Sri Lanka ( foundation ) level.
- In progress – Diploma in professional HRM ( the Chartered Institute of Personal Management- THE CHARTERED INSTITUTE OF PERSONNEL DEVELOPMENT UK Approved Centre.)
- Public Procurement Procedure Training Programme ( Sri Lanka Institute of Development Administration)

## IT & SOFTWARE SKILLS

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

## SKILLS

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

## OTHER INFORMATION

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- Languages : English (Fluent)
- Notice Period : Immediate