

## CURRICULAM VITAE

### PROFESSIONAL / ACADEMIC QUALIFICATION

- Chartered Institute of Management Accountants (CIMA) – Diploma Level
- Institute of Chartered Accountants of Sri Lanka – Licentiate 1
- IDM Computer Studies Ltd – Diploma in Computer Studies
- Bandaranaike Center for International Studies (BCIS) – Higher Diploma in International Relations
- Bandaranaike Center for International Studies (BCIS) – Diploma in International Relations

### WORK PROFILE

#### ***Manager, Finance & Administration - Mimshach (Guarantee) Limited***

*(from July 2013 to March 2015, upto March 2016 on voluntary basis)*

Mimshach (Guarantee) Limited is a non-profit organization on faith based media, communications, publishing & distribution.

I was responsible of setting-up the overall Finance and Administration functions of the company and implementing controls and systems including preparation of Budgets, Forecasts, keeping of accounting records and overall internal controls. Attended Management, Board Meetings and was responsible for Annual Financial Audits.

#### ***Budget Coordinator/Assistant Accountant - World Vision Lanka***

*(from June 2007 to July 2013)*

An INGO with participation over 100 countries globally.

I have coordinated over 15 Projects in different parts of the country, value over USD 10Mn.

Special Projects duties included;

- Preparation of Annual Project Budgets and Multi-Year Budgets with Project Coordinators in accordance with Partnership guidelines.
- Submission of Approved Project Budgets to Support Offices (SO), following up with SO for approval process.
- Posting of Approved Project Budgets to PBAS and Sun System.
- Follow up on Commitments received to PBAS.
- Assist and Coordinate with Project Coordinators ensuring correct coding is used for Expenses incurred as per Approved Project Budget.
- Represent at monthly Senior Management Team Meetings.

- Posting of Final Quarter, Semi Quarter and Annual Financial Reports to Sun System with Variance Explanation to Finance Reports Data Base, ensuring 100% of Department Reports are posted well before deadline.
- Liaise with SO regarding under(over) Project Expenditure and negotiate De-Commitment of Funds.

#### National Office Budgets

- Support Programs Team in the Budget preparation process for New Projects
- Creation of NO Program and Project Nos in PBAS

#### Department Budgets

- Compile comprehensive detailed Department Budgets as per Partnership guidelines.
- Assist Project Coordinators in coding relevant expense categories to ensure accurate Finance Reports.

#### **Accountant - AM Kreations Pte Ltd**

*(from March 2005 to July 2006)*

#### **Treasurer - Outreach Society**

*(from November 2003 to November 2004)*

#### **Assistant Accountant (MIS) - Micronet Information Systems (Pvt) Ltd**

*(from July 1999 to December 2000)*

#### **Accounts Trainee / Accounts Senior - KPMG Ford Rhodes Thornton & Company**

*(from January 1996 to – January 1999)*

#### **OTHER COMPETENCIES**

- Hands on experience in Microsoft Office Applications
- Accounting software – Sun System, DacEasy, Quickbooks

## PERSONAL INFORMATION

Name	Sukitha Niromie Waas Banduthilake
Address	#3F, Iconic Apartments, 110 Parliament Road, Rajagiriya
Contact No.	+94 77 3411697 / sukithab@yahoo.com
Date of Birth	19 <sup>th</sup> February 1973
Marital Status	Married
School Attended	Good Shepherd Convent, Kandy

## NON RELATED REFEREES

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