

CURRICULUM VITAE

A A N Fernando

548/B, Paradise Place, Ragama

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CAREER OBJECTIVE

“To make a positive contribution to the organization by effective employment of full potential in the most strategic way while achieving personal objectives”

PERSONAL SKILLS

- Planning
- Decision making
- Communication
- Team Work
- Quick Learner

PROFESSIONAL QUALIFICATIONS

- Following CIMA Operational Level a Wisdom Business Academy.
- Higher Diploma in Business and Financial Management at Aquinas University College
- Completed CIMA Foundation
- Certificate of Banking & Finance (CBF) at Institute of Bankers of Sri Lanka (IBSL)
- Diploma in Computer Studies at Ceylinco Sussex Academy, Ragama in 2009

COMPUTER LITERACY

- Hands on Experience on;
 - Office Package : MS Word, MS Excel, MS Power
 - Other Applications : Internet & Email (Outlook)

WORKING EXPERIENCE

- **Marine Overseas Agency (Pvt) Ltd**

Position : Accounts Executive

Period : From June 2016 to Present

Position : Accounts Assistant

Period : From April 2013 to June 2016

- **Bank of Ceylon**

Position: Intern

Period : From March 2016 to September 2012

Duties & Responsibilities

- Preparing year end Final accounts set up to final stage
- Preparing NBT, VAT & Payee Tax
- Preparing EPF & ETF
- Preparing Bank reconciliation statement
- Preparing Bank book
- Maintaining petty cash work book
- Doing costing of consignments
- Entering purchase orders and GRNs to system
- Handling Inventory, General ledger & Debtors systems..
- Clearing trade receivables accounts.
- Preparing staff salaries
- Preparing Exchange loss gain statements
- Updating of Purchase list & creditor's outstanding schedules
- Preparing monthly income statement
- Preparing expenses schedules
- Preparing documents for clearing consignments (DP Payments & T/T Payments)
- Sending quotations to customers
- Preparing Tenders
- Customer Handling
- Handling purchases
- Preparing ISO documentations
- Handling E-mails
- Debtors Handling
- Corresponding with Inland Revenue Department regarding tax matters

EDUCATIONAL QUALIFICATIONS

School Attended: St. Lawrence's Convent, Colombo 06

- **G.C.E. (Advanced Level) Examination - August 2011**

<u>Subject</u>	<u>Grade</u>
Economics	C
Business Studies	B
Accounting	S
General English	B

- **G.C.E. (Ordinary Level) Examination - December 2008**

<u>Subject</u>	<u>Grade</u>
Roman catholic	A
History	A
Mathematics	A
Commerce & Accounting Studies	A
Sinhala	A
English	A
Eastern Music	B
Science	C
IT	C

EXTRA CURRICULAR ACTIVITIES

- Have played chess at the school level and the Inter school level
- Was an active member of Young Christian Society conducted by St. Lawrence's Convent
- Held president post in the school Commerce union (2010-2011)
- Was an active member of School's student Savings Bank of Seylan Bank (2010-2011)
- Held prefect ship for four times at St. Peter's & Paul's Sunday school Ragama. And also was the Head prefect of the final year 2008

PERSONAL INFORMATION

- Name in Full : Alagiyadura Anne Nilashi fernando
- Name with Initials : A A N Fernando
- Date of Birth : 21st September 1992
- Age : 25 Years
- Gender : Female
- Civil Status : Married
- Nationality : Sinhalese
- NIC No : 927650061v
- Religion : Roman Catholic

NON RELATED REFEREES

- | | |
|---|--|
| 01. Mr. Rusira Silva
Manager Operations
Nations Trust Bank PLC
Zonal Office
No. 492, Negombo Road
Wattala
Tel: 0773729409
Email: rusira.silva@nationstrust.com | 02. Ms. Asha De Silva
Tech Lead
Technology Virtusa (Pvt) Ltd
752, Dr Danister De Silva Mawatha
Colombo 09
Tel: 0715777154
Email: ashidesilva@gmail.com |
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I do hereby declare that the particulars given above are true and correct to the best of my knowledge and belief.

...A A N Fernando...

Signature