

A.H DINITHI DIAS

NO/48/B/7 10TH MILEPOST, KATUWAWALA, BORALASGAMUWA, SRI LANKA.

Mobile: [0778900601] E-mail: [diasdinithi95@gmail.com]



PERSONAL PROFILE

To obtain a career in the field of business management, specifically in accounting and finance management facing challenges in the modern business environment with maximum use of my education and perform well for the organization towards success and to be an experienced Personality in the field.

WORK EXPERIENCE

[05.05.2016-05.05.2017]	[ACCOUNT ASSISTANT]	[ELS CONSTRUCTION (PVT) LTD]
[11.07.2017-31.12.2017]	[ACCOUNT EXECUTIVE]	[BMD HOLDINGS (PVT) LTD]

Main duties performed:

- Management of petty cash transactions.
- Controlling credit and ensuring debtors pay on time.
- Reconciliation of direct debits and finance accounts.
- Ensuring all payments amounts & records are accurate.
- Working with journals, sales & purchase ledgers and spread sheets
- Handling Check Payments and Project Costing.
- I Have an Experience in Quick Books

SKILLS

- Deadline-Oriented - Ability to meet deadlines and handle multiple priorities.
- Confidentiality - Can be trusted to keep sensitive information secured.
- Time Management - Ability to Prioritize work to meet goals and deadlines.
- Believe in team work.
- Excellent interpersonal skills & communication skills.
- Ability to adapt into new work environments.
- Computer Literacy - Well versed in all basic computer programs (MS Excel, MS Word etc.)

EDUCATION QUALIFICATION

- Currently Following Accounting and Finance Degree in Herriot Watt University UK (BBA Accounting and Finance)

First Year

Managing People and Organisations	P	Behavioural Skills for Business	P
Economic Issues	P	IT in Business	P
IT: Applications Software	P	Business Contractual Relationships	P
Business Accounting	P	Business Culture and Strategy	P
Marketing	P	Economics Micro and Macro Theory and Application	P
Business Law	P		

Second Year

Information and Communication Technology in Business	P	Manage Operational Resources	P
The World Economy	P	Human Resource Management	P
Analysing and Presenting Complex Communication	P	Sales Management	P
Statistics for Business	P	Preparing and Presenting a Business Plan	P
Project Management	P	Research Skills	P

- GCE Advanced Level Examination – 2015

INDEX NO	4258363
Economics	A
Business studies	A
Accounting	B

- GCE Ordinary Level Qualifications - 2011

Buddhism	A	Drama	B
Sinhala	A	English	C
History	A	Mathematics	C
Business studies & accounting	A	Science	B
Health	A		

ACADEMIC QUALIFICATION

- Qualified in English diploma in spoken English at university of Colombo

PROFESSIONAL QUALIFICATION

- Qualified in Foundation, Intermediate and Final levels of AAT Qualification. (AAT - The Association of Accounting Technicians of Sri Lanka)

PROFICIENCIES

- Active member of commerce society
- School Chess team captain in the year 2011/2012
- Participated in All Island Chess Tournament in the year 2009
- Treasurer of school science society 2009
- Member of school astronomy society
- Treasurer of Leo club of Katuwawala in the year 2013/2014
- Board of director of Leo club of Katuwawala, Leo district 306 A2 in the year
- Treasurer of Leo club of Katuwawala in the year 2016/2017

PERSONAL INFORMATION

- Name in full : Anthonam Hettige Dinithi Chamathka Dias
- Name with initials : A.H.D.C. Dais
- Birthday : 16.07.1995
- Gender : Female
- NIC number : 956982731V
- Contact information : Home: 0112 545673 Mobile: 0778900601
- Nationality : Sinhalese
- School : Central College, Piliyandala

REFEREES

[Snjeewa J K Guruge]

[Senior Assistant Director / Central Bank of Sri Lanka] [0714433130, 0112696822]

Email: sjkg@cbsl.lk
sanjeewaguru@gmail.com

[Sunil Kumbukage]

[Company Director / Kumbukage Industries, Boralasgamuwa]

Tel: [0112518027]

I hereby certify that the above information is true and correct to the best of my knowledge.

.....*Dinithi*.....

Signature

.....17/12/2017.....

Date