



MADUSHIKA YASANTHI

B. COM. SP. IN FINANCIAL MANAGEMENT (UOK)

CA PARTLY QUALIFIED

ACCOUNTS/AUDIT OFFICER

Address : Flat No. 510, Al Sharhan Bld, 42A St, Al Rigga, Deira, Dubai.
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Email : ymadushika@gmail.com

PERSONAL PROFILE

I am a positive and assured person who is blended with a strong work ethic and enthusiastic with a high level of commitment to the role I do. I have **Six (06) years of experience in the Auditing, Accounting, and Compliance fields** of the Banking and Financial Services Industry and Online Marketing Industry. I am always a result-oriented person with strategic thinking to achieve the highest standard possible, at any given task and in any situation. I am confident that the combination of my previous experience, field expertise, and developed interpersonal skills set me a valuable asset to any organization that I work for.

EMPLOYMENT HISTORY



Accounts Officer – Neverstop Media Group – Dubai, United Arab Emirates
(From 14-02-2022 to 16-08-2022)

- Creating and Generating Invoices and Bills in ZOHO Books
- Handling and follow-up Account Receivables and Payables
- Adding payments to the online banking system
- Maintaining the petty cash ledger
- Recording all transactions /payment records in ZOHO Books
- Processing the payroll
- Passing journal entries to relevant GL accounts and month-end closing
- Preparing bank reconciliations for company bank accounts and responding to compliance purposes
- Preparing the Monthly MIS reports (Profit Loss and Balance sheet)



Senior Auditor – Merchant Bank of Sri Lanka & Finance PLC (Bank of Ceylon Group- Sri Lanka), (From 05-07-2017 to 03-02-2022)

- Reviewing the Quarterly Financial statements and reporting to the Head of Internal Audit
- Reviewing and updating the company operations procedures (SOPs), and DOA
- Preparing Audit programs, procedures, and process flow charts
- Conducting the audit team for branch audits, divisional audits, and spot audits
- Assessing the adequacy of internal controls and Identifying process improvements
- Verifying the compliance process of branch operations (AML/CFT, KYC, and STR reporting)
- Prepare detailed audit reports and risk-based analysis
- Assisting fraud investigations
- Documenting processes and Maintaining audit working paper files



Chartered Trainee – The State Mortgage & Investment Bank, Sri Lanka
(From 18-04-2016 to 17-06-2017)

- Have participated and assisted in the branch and division audits
- Prepare the audit working papers and drafting reports and submit to the internal audit manager
- Preparation of Risk rating analysis for branches based on the audit matters

ACADEMIC QUALIFICATIONS

- **Bachelor of Commerce Sp.in Financial Management (Acad. year 2013-2017)** at University of Kelaniya
- **Partly Qualified in Chartered Accountancy -Certificate in Business and Accounting** at Institute of Chartered Accountants of Sri Lanka
- **Completed Practical Training Requirement of three (03) years** at the Institute of Chartered Accountants of Sri Lanka
- **Following the Corporate Level of Chartered Accountancy** at the Institute of Chartered Accountants of Sri Lanka
- **Following the Intermediate in Applied Banking and Finance** at the Institute of Bankers of Sri Lanka

SKILLS AND ABILITIES

- Microsoft Office, **ZOHO books, CRM software, Quick Books**
- Accounting principles and auditing practices
- Data Analytics (MIS, Fiserv Core Banking System, and Velocity System)
- Interpersonal and Communication skills
- Attention to details
- Development of SOPs
- Team Management
- Report writing skills

PERSONAL DETAILS

- Name of full : Madushika Yasanthi Kudagodage
- Date of Birth : 17th August 1992
- Passport No. : N9143397
- Gender : Female
- Civil Status : Single
- Nationality : Sri Lankan

NON-RELATED REFEREES

Mr. Prabath Kuruwita,
Acting Head – Internal Audit,
MBSL and Finance PLC,
No.28, St, Micheal's Road, BOC Merchant Tower,
Colombo 03, Sri Lanka
Tel. +94 77 034 2082
prbathk@mbslbank.com

Ms. Bhashini Maddege,
Compliance Officer,
Oasis Investment Company LLC,
Al Shirawi Building, Al Garhoud,
P.O.Box 93,Dubai,UAE.
Tel. +971 04 282 1000
bhashini.maddege@alshirawi.ae

I here declare that the details given above are true and accurate to the best of my knowledge.



(M Y Kudagodage)
Applicant

22nd August 2022
Date