



## AMANDA CHATHUMALI

📍 Dubai, UAE

☎ +971 52 2138 642

✉ chathumalimadusanka@gmail.com

🔗 [Linked in](https://www.linkedin.com/in/amanda-chathumali-5aa5517a)

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**Nationality** Sri Lankan

**Gender** Female

**DOB** 27/04/1989

**Language Proficiency**

English

Sinhala ( Native)

### EXPERIENCE

**Settlement Manager - Portfolio Analytic**, 05/2022 - 04/2023

*Helios Ventures Pvt Ltd*, Sri Lanka

- Coached and mentored junior team members, regularly assessing knowledge and skills gaps and implementing corrective action.
- Liaise with relevant stakeholders and counter parties including broker and banks on trade settlement issues.
- Verify and reconcile any failures related to trades executed for portfolios.

**Senior Accounts Executive**, 09/2021 - 04/2022

*Squire Mech Engineering Pvt Ltd*, Sri Lanka

- Assisting to the Accountant in preparation of financial statements
- Preparation and verification of VAT schedules
- Updating QuickBooks system based on ERP and other internal systems
- Weekly and monthly bank reconciliation of almost 40 bank accounts
- Handling and checking all the sub-contractor bills and updating them to the QuickBooks System
- Preparation of ad hoc reports on request of management.

**Accounts Executive**, 05/2017 - 07/2021

*Heavy Duty Coatings Pvt Ltd*, Sri Lanka

- Handled all the accounting and administration functions within the account division.

**Finance Executive**, 09/2015 - 04/2017

*Ambassador Tea Pvt Ltd*, Sri Lanka

- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable balances.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Collected and maintained accurate data needed for effective forecasting and budgeting.
- Assisted in training and mentoring new account executives to aid smooth functioning of the department.

**Audit Trainee**, 09/2014 - 09/2015

*Ranwatta & Company*, Sri Lanka

- Handled external audits, internal controlling and book keeping assignments, stock verification of client companies in the industries of Manufacturing, NGO, Construction, Hotel & Tourism and Local Trading.
- Ensured advanced knowledge of company's industry by conducting extensive research and collating background information.
- Developed and prepared audit documentation, drafting reports and financial statements for management review.

**Intern**, 01/2014 - 07/2014

*Department of Inland Revenue*, Sri Lanka

- Assisting in the investigation processes by analyzing data

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**Account Clerk** , 10/2007 - 10/2009

**Registered Auditor (271) and Tax Consultant**, Sri Lanka

- Assisting in preparation of final accounts of client companies
- Filling of Income Tax, VAT, Business Turnover Tax Returns
- Developing close working relationships with all the clients and their interest groups and communicating with Inland Revenue Department, banks and Internal auditors when required

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**CORE QUALIFICATIONS**

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| <ul style="list-style-type: none"><li>• Financial Accounting</li><li>• Financial Analysis</li><li>• Investment Management</li><li>• External Audit and Internal Controlling</li><li>• Handling AR/AP</li></ul> | <ul style="list-style-type: none"><li>• Cash Operations and Invoicing</li><li>• Stock Verification</li><li>• Clerical Knowledge</li><li>• Book keeping</li></ul> |
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**EDUCATION**

*Cardiff Metropolitan University, Cardiff, United Kingdom, Nov 2019*

**Master's in Business Administration: Finance Specialization**

Grade: Merit Pass

- Dissertation on "Predictive Modeling for Stock Price Forecasting: An historical analysis of stock prices"

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*Sabaragamuwa University of Sri Lanka, Belihuloya, Sri Lanka, Aug 2014*

**B.Sc. Financial Management (Special) degree: Financial Management**

Grade: Second Class Upper

- Dissertation on "The behaviour of tax revenue ratio in Sri Lanka"

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*Institute of Chartered Accountants of Sri Lanka, Sri Lanka, Dec 2013*

**ICASL SI Level: Accountancy**

Passed 3 Subjects in Strategic Level I

**ICASL CAB I & CAB II Level : Accountancy**

Completed

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*Association of Accounting Technicians of Sri Lanka, Sri Lanka, Dec 2010*

**Passed Finalist of AAT Examination: Accountancy**

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**PUBLICATIONS**

*"Modeling for Stock Price Forecasting in Colombo Stock Exchange: An historical analysis of stock prices", "International Journal of Applied Economics, Finance and Accounting", January 2021*

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**REFERENCES**

**Procurement Manager**

Mr. Nuwan Perera

Tahweel Integrated company

P.O.Box.610, Rabigh, 21911,KSA.

Mobile: +966554318932 / +94776264258

Phone: +966 122238000 Ext. 8033

E-mail: mansperera@gmail.com

**Accountant**

Mrs. Razeena Wazeer

Trioxygen Technical Services

69, Bena Complex,Oud metha,

Dubai , UAE.

Mobile: +971547943636

Email: [info@trioxygen.ae](mailto:info@trioxygen.ae)

I do hereby declare that the information given here is true and correct to the best of my knowledge.

*P .H. A. C. Madusanka*  
*E-signature*