

Janidu Raveendra Dharmadasa

Profile

I ensure to enroll with my fullest strength, dedication & enthusiasm to gain all- round knowledge and experience while contributing to the organization's success. As a young dynamic person, I consider self-confidence & dedication are as my greatest strengths. Shouldering responsibilities and Punctuality is the base of my success.

Work Experience

April 2022- Present

St. Anthony's Hardware (pvt)ltd

Service Coordinator

- Inventory Management
- Invoice Processing
- Job Estimating
- petty cash handling
- Customer Relationship Management
- Reporting

August 2019 - Present (Part time)

NTJ Associate

Account Assistant

- Visiting clients place and record transaction
- Attending stock audit
- Preparing financial statement
- Bank reconciliation
- Preparing monthly salaries
- Handling other statutory duties
- EPF and ETF handling
- Reporting

May 2021- August 2021

Certis Lanka Secure Logistics (Pvt) Ltd

Internal Audit Assistant

- Cash Management
- Cash Balance
- Reporting & Analysis
- E-mailing

Educational Qualifications

- Higher National Diploma in Accountancy An equivalence to **Bachelor of Commerce Degree (B.Com)** at the SLIATE (2018-2022) - Graduated
- Completed G.C.E A/L Examination (Commerce Stream) with 3C's in 2017 at Rathnapura/ Eheliyagoda Dharmapala National College.
- Completed G.C.E O/L Examination with 1A, 1B, and 7C's in 2012.

Contact

 janiduravindra@gmail.com

 +94 71 883 99 73

 No: 404/A, Kokkovita Road, Pussella, Parakaduwa

 [Janidu Raveendra](#)

Language

- Sinhala
- English

Personal Details

Full Name

- Yakdehige Janidu Raveendra Dharmadasa

Name With Initial

- Y.J.R.Dharmadasa

Date Of Birth

- 1996.09.20

Gender

- Male

Marital Status

- Single

NIC Number

- 962641334V

Nationality

- Sri Lankan

Skills and Competencies

- Sound knowledge to work on any version of Windows OS.
- Ability to work with Quick Book Accounting System & peachtree accounting package.
- Ability to work with application software such as MS Office and Excel etc.
- Ability to be familiar with any computer application with a minimum training period.
- Proficiency knowledge of computer hardware.
- Regular user of the internet and email.
- Exceptional communication and interpersonal skills

Certificates

- I have passed Computer Course (MS Office & Internet E-mail) in SLVTC (Youn Saviya-2016)
- I followed Basic English course at Sri Lanka English Language Graduates' Association.

Extra Curriculum Activities

- Junior Prefect (2011 – 2012) at R/Eheliyagoda Dharmapala National College.
- Member of school western band at R/Eheliyagoda Dharmapala National College
- Contribution to the election monitoring process - Parliamentary election 2020, Presidential Election 2019 – Centre For Monitoring Election Violence (CMEV)
- Being a powerful member of social welfare activities (Blood Donation camping, Donating books, Donating goods, etc.)

Reference

K. Lushan Lissanka Perera

Asian Apparel Value Chain
Chief Executive, Sourcing
and Manufacturing
Phone: 077 776 7033
Email : perera.lushan@gmail.com

P. K. N. T. Jayarathne

Chartered Accountant, Litro
Gas Terminal Lanka (pvt)
Ltd / NTJ Associate
Phone: 077 226 4100
Email : nuwan.jayaratne@yahoo.com

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

Date

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Signature

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