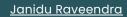


### Contact

- janiduravindra@gmail.com
- +94 71 883 99 73
  - No: 404/A, Kokkovita Road, Pussella, Parakaduwa



# 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

# 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 selfconfidence & 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)Itd

#### Service Coordinator

Inventory Management

Job Estimating

- Invoice Processing

• 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

# **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) Itd / NTJ Associate

Phone: 077 226 4100 Email: nuwan.jayaratne@yahoo.com

india: Hawari,jayaratric@yarioo.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	Signature