



Menuka De Silva

Date of birth: 16/07/1999

Nationality: Sri Lankan

Gender: Male

CONTACT

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ABOUT ME

Looking for a challenging career, where there is scope for demonstration, always on a look out for a positive and bigger outlook, currency are ideas, thrive on imagination and passion, rigorous thinking and boundless curiosity, set levels and standards that exceed expectation, have fun attitude is everything. Bottom line to utilize my creative and analytical skills to ultimately drive sales and profit in the company.

WORK EXPERIENCE

03/12/2021 – 28/02/2022 – Sri Lanka

Accounts Assistant

Arpitalian Compact Soles (pvt) Ltd

- Preparing Monthly Accounts (Cash Flow Statements).
- Preparing Stock Valuation and Cost Reports.
- Preparing Bank Reconciliations.
- Preparing Payments (Local & Foreign)
- Checking Part such as Payments, Petty cash, Fund Transfer, etc....
- Any other duties/responsibilities specifically assigned to me by my superiors

01/04/2019 – 31/03/2020 – Sri Lanka

Finance - Internship

Fresh Line Safety Products (Pvt) Ltd

EDUCATION AND TRAINING

Sri Lanka

GCE - Advance Level

Sri Dheeranandha Vidyathanaya

Sri Lanka

MS Office - Diploma

kelaniya Educational Zone

English language Diploma

Diploma in Human Resources Management (Univercity of Colombo)

LANGUAGE SKILLS

MOTHER TONGUE(S): Sinhala - Sri Lanka

OTHER LANGUAGE(S):

English

Listening
B2

Reading
B2

Spoken
production
B1

Spoken
interaction
B1

Writing
B2

DIGITAL SKILLS

Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Outlook / Google Docs / Social Media / Power Point / Team-work oriented / Organizational and planning skills / Good listener and communicator / Analytical skills / Creativity / Responsibility / Decision-making / Good time management / Teamwork / positive thinking / leadership