



Duminda Hewapathirane

Date of birth: 07/07/1996

Nationality: Sri Lankan

Gender: Male

CONTACT

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ABOUT ME

I am a dedicated hardworking individual who is passionate about Accounting and Finance. I am always willing to have new challenges and responsibilities to improve as an experienced accountant.

WORK EXPERIENCE

01/10/2019 – 28/02/2022 – Biyagama, Sri Lanka

Accounts Executive

Arpitalian Compact Soles Pvt Ltd

Prepare and presentation of financial statements

Prepare and presentation of other requested information which is useful to senior management for decision makings.

Reviewing the financial internal control and verifying the accuracy of implementations

Handling of Taxation function –Income Tax, VAT, stamp Duty, PAYE, and other applicable tax and levies

Coordinate with Internal & External Auditors

Controlling over inventory function & other materials

Any other duties/responsibilities specifically assigned to me by my superiors

Handling Debtors' collections, Supplier/ Creditors Payments, verifying the Accuracy, documentation completion, and proper approval.

Manufacturing / www.arpico.com

01/02/2018 – 30/09/2019 – Biyagama, Sri Lanka

Accounts Assistant

Arpitalian Compact Soles Pvt Ltd

Handle All relative work in Inland Revenue

Preparing Stock Valuation and Cost Reports

Preparing Bank Reconciliation

Checking Part such as Payments, Petty cash, Fund Transfer, etc....

Computation & Submit Return VAT, NBT, ESC, WHT Etc.

Providing any information & schedule for IRD & handling Tax matters

Any other duties/responsibilities specifically assigned to me by my superiors

22/05/2017 – 31/01/2018 – Maharagama, Sri Lanka

Audit Assistant

Richard Pieris & Company PLC

EDUCATION AND TRAINING

02/12/2016 – CURRENT – 29/24, Visakha Private Road, Colombo 04, Colombo, Sri Lanka

Institute of Certified Management Accountants of Sri Lanka - Diploma level

Institute of Certified Management Accountants of Sri Lanka

<https://www.cma-srilanka.org/>

01/01/2013 – 31/12/2015 – Sri Dheerananda Vidyayathanaya, Thambiligasmulla, Makola, Kiribathgoda, Sri Lanka



GCE - Advance Level

Sri Dheerananda Vidyayathanaya
<https://dheerananda.wordpress.com/about/>

01/01/2016 – 31/03/2016 – No 50, Kitulwatta Road, Colombo 08., Colombo, Sri Lanka

Professional Certificate in Marketing (PCM)

Sri Lanka Institute of Marketing (SLIM)
<https://slim.lk/>

01/04/2016 – 13/01/2017 – Kohuwala, Nugegoda, Nugegoda, Sri Lanka

Diploma in Business Information Technology

Diploma in Business Information Technology
<http://www.sibt.edu.lk/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Sinhalese

OTHER LANGUAGE(S):

English

Listening B2	Reading B2	Spoken production B1	Spoken interaction B1	Writing B2
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DIGITAL SKILLS

Microsoft Office / Outlook / Internet user / Organizational and planning skills / Written and Verbal skills / Motivated / Good listener and communicator / Team-work oriented / Decision-making / Analytical skills / Critical thinking / Creativity / Conflict resolution / Strategic Planning / Presenting / Gmail / Responsibility / Flexibility / Research and analytical skills / Reliability / Detail-Oriented / Google Drive / Cross cultural skills / Excellent writing and verbal communication skills / Good time management / Teamwork / Good Communication / leadership / positive thinking / Empathic listener / Problem-solving / Ability to Work Under Pressure / Excellent organizational planning and solving problems in short time / Presentation and negotiation skills / Good at being proactive and efficient in high stress situations / Efficient multi-tasking

DRIVING LICENCE

- Driving Licence: A** 03/12/2014 – 03/12/2022
- Driving Licence: B** 03/12/2012 – 03/03/2022
- Driving Licence: BE** 03/12/2014 – 03/12/2022