



# H.A. THUSHAN LAKSHITHA

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102, Joy studio building,  
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## PROFILE

07 years of experience in Account Management and Business administration. Skilled in budgeting, strong analyzing, strong Ms. Office expert, planning and good leadership skills. Very skilled in using Accounting Software and able to ensure that the given accounting information is correct and reliable. Looking for a challenging position as an Account Executive. I will lend my skills and expertise to a dynamic accounts department.

## EDUCATION

Following  
**DIPLOMA IN MANUFACTURING  
MANAGEMENT**  
NIBM, Sri Lanka

Intermediate Certificate  
**ASSOCIATION OF ACCOUNTING TECHNICIANS  
OF SRI LANKA**

Intermediate  
**APPLIED BANKING & FINANCE**  
(IABF) exam in Institute of Bankers of Sri Lanka

**INSTITUTE OF CERTIFIED MANAGEMENT  
ACCOUNTS IN SRI LANKA**

2015  
**G.C.E. ADVANCED LEVEL EXAMINATION**  
Department of Examination, Sri Lanka  
School : St. Sebastian College, Kandana  
Sri Lanka

2012  
**G.C.E. ORDINARY LEVEL EXAMINATION**  
Department of Examination, Sri Lanka  
School : St. Sebastian College, Kandana  
Sri Lanka

## PERSONAL SKILLS

- Strong Ms Office efficiency  
(Ms. Excel, Ms. Word and Ms. Powerpoint)
- Strong analysing
- Excellent communication
- Strong organization
- Planning
- Time management skill
- Self motivated
- Leadership
- Problem solving
- Flexibility

## WORK EXPERIENCE

- **FACTORY ACCOUNT ASSISTANT** Nov 2016 - Aug 2018  
St Anthony's Industries Group Pvt Ltd, Sri Lanka
  - Developing and managing financial management systems and policies
  - Overall responsibility and management of FG and raw material inventory
  - Excellent knowledge in Ms. Office Suite
  - Ensuring the effective financial management of cash by supporting the planning and implementation of policy objectives
  - Making financial decisions and advising key bodies and individuals, such as management boards and Factory Heads, using financial management information
  - Preparing and monitoring budgets and accounts
  - Handling the Petty cash and Sundry sale
  - Supervise the Raw material and labor for factory
  - Handling the factory full cost analyst
  - Manage the production and prepaid the production report
- **ACCOUNT EXECUTIVE** Aug 2018 - Sep 2018  
N&N Super Seafood Pvt Ltd, Sri Lanka
  - Developing and managing financial management systems and policies
  - Excellent knowledge in Ms. Office Suite
  - Preparing and monitoring budgets and accounts
  - Working the quick book system
  - Preparing the Finance Document
  - Prepared the export Costing report
- **FACTORY ACCOUNTANT** Oct 2018 - Oct 2020  
St. Anthony's Industries Group Pvt Ltd - Anton PVC  
Sri Lanka
  - Developing and managing financial management systems and policies
  - Production handling the PVC manufacturing section Prepare the Production planning and machine utilization
  - Excellent knowledge in Ms. Office Suite
  - I have a knowledge for production labour handling and work study
  - Overall responsibility and management of FG and raw material inventory
  - Ensuring the effective financial management of cash by supporting the planning and implementation of policy objectives

## PERSONAL DETAILS

Date of Birth : 10.07.1996  
Marital Status : Married  
Gender : Male  
Nationality : Sri Lankan  
passport No : N8792523

## EXTRA ACTIVITIES

- Successfully completed the De la Salle English Course, conducted by the De la Salle Brother
- Was the Senior Prefect in college for the year 2014/2015
- Captain of School Basket Ball team 2013 to 2015
- Member of the School Basketball team in 2013 to 2015
- Member of the Don Bosco Club Basketball team in 2015 to present
- Member of the School Athletic team 2011 to 2015

## REFERENCES

Available on request

I hereby solemnly state that the above information furnished are true and correct to the best of my knowledge.

**H.A.T Lakshitha**

- Making financial decisions and advising key bodies and individuals, such as management boards and Factory Heads, using financial management information;
- Preparing and monitoring budgets and accounts
- Handling the Petty cash and Sundry sale
- Supervise the Raw material and labor for factory
- Handling the factory full cost analyst

### PRODUCTION COORDINATOR

Nov 2020 - Jun 2021

Central Industries PLC (National PVC)  
Sri Lanka

- Production handling the PVC manufacturing section Prepare the Production planning and machine utilization
- I have a knowledge for production labour handling and work study
- Excellent knowledge in Ms. Office Suite
- Overall responsibility and management of FG and raw material inventory;
- Supervise the Raw material and labor for factory
- Manage the production and prepaid the production report
- Handling the PR,PO,MIN,MRN,GRN,GDN
- Ensure quality assurance throughout the production process
- Develop cost-effective measurements to achieve exceptional business practices
- Maintain current knowledge on the market and industry trends
- Plan, schedule, direct and execute production activities
- Manage the production team so that scheduled goals are met

### BUSINESS ANALYST

Jun 2021 - Jan 2022

Edna Group, Sri Lanka

- Collaborated with stakeholders to gather and document business requirements for various projects, ensuring alignment with organizational goals and objectives.
- Conducted thorough analysis of existing business processes, identified areas for improvement, and recommended streamlined solutions to enhance operational efficiency.
- Excellent knowledge in Ms. Office Suite
- Worked closely with development teams to translate business requirements into functional specifications, ensuring accurate implementation of features and functionalities.

### ACCOUNT EXECUTIVE

Jun 2021 - Present

W.M. Mendise, Sri Lanka

- Develop cost-effective measurements to achieve exceptional business practices
- Maintain current knowledge on the market and industry trends
- Plan, schedule, direct and execute all companies activities
- Excellent knowledge in Ms. Office Suite
- Developing and managing financial management systems and policies;
- Making financial decisions and advising key bodies and individuals, such as management boards and Factory Heads, using financial management information
- Ensuring the effective financial management of cash by supporting the planning and implementation of policy objectives

### TRAINEE

Six months

Bank of Ceylon, Sri Lanka