



# SAJITH PATHIRANA

## CHARTERED ACCOUNTANT

### OBJECTIVE

To build an excellent career in Accounting, Auditing, Finance and to utilize my knowledge and skills to enhance the quality and performance of the organization where I'm engaged and to become a creative, innovative & self-developing leader by driving the organization towards its corporate goal.

### WORK EXPERIENCE

#### Variosystems (Pvt) Ltd

**Assistant Manager Finance, 2023 Jan to present**  
**Accountant, 2022**

**Senior Accounts Executive, 2021**  
**Accounts Executive, 2018 - 2020**

- Prepare regular financial statements and management reports at the month end for reporting purpose and assist management in decision making.
- Prepare the management information reports and forecasted cash liquidity statements on monthly basis.
- Analyse the cost of sales on each month to review the profitability.
- Analyse the General Ledger on each month & perform variance analysis to identify major variations of administration and other expenses between the actual vs budget expense.
- Coordinate with auditors to carry out the annual audits and submit relevant audit schedules and information to meet the reporting deadline.
- Prepare the Annual Budget including P/L and the sales budget on each year based on the forecasted information with the coordination of each departments.
- Review the significant variance between forecasted budget and the Actual information to ensure accuracy of the forecast and take necessary actions to revise the forecast on a periodic basis for the significant deviations.
- Prepare the Standard operational processes (SOP) and implement internal controls on key areas of the company.
- Coordinate with banking institutions, government regulatory bodies and tax authorities to comply with the necessary laws and regulations.
- Check, review and approve the invoices before proceeding with the payments.
- Involve in computation of income taxes and other taxes, review the tax computations and liaise with tax consultants on tax matters to comply with the relevant laws and regulations.
- Prepare Ad-hoc reports on a timely basis based on management requirement.
- Trade Payable and receivable management on a timely basis to ensure proper liquidity planning and working capital management.
- Check, analyse and reconcile the balance sheet and P/L Ledgers to ensure the accuracy and the completeness at the month end period.

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### PROFESSIONAL AFFILIATIONS

**CHARTERED ACCOUNTANT**  
Institute of Chartered Accountant of Sri Lanka (Membership No: 7967)

**DIPLOMA IN ENGLISH**  
Aquinas College of higher studies.

### CERTIFICATION

**Practical Application of Income Tax**  
Institute of Certified Management Accountants of Sri Lanka

**Certified Business Accountant**  
Institute of Chartered Accountant of Sri Lanka

**BOI Import & Export Procedures**  
Variosystems (Pvt) Ltd

**Cambridge English Level 1 Certificate**  
Institute of Chartered Accountant of Sri Lanka

## **SKILL HIGHLIGHTS**

Proficient with SAP ERP System

Knowledge in IFRS

Expertise in Financial Accounting

Financial Analysis and Reporting

Budgeting and Forecasting

Analytical and problem solving skills

Cash flow projection

Liquidity planning and working capital management

Communication and Presentation Skills

Leadership and Team Management

Risk Management

Time Management Skills

## **NON RELATED REFEREES**

Mr. M.P Rajapaksha,  
Chartered Accountant,  
Assistant Manager,  
KPMG,  
32A, Sir Mohammed Macan Markar  
Mawatha,  
Colombo 03,  
Sri Lanka.  
Mobile +94775880354  
E-Mail - [mrajapaksha2@kpmg.com](mailto:mrajapaksha2@kpmg.com)

Mr. H.Sudesh Kamal Jayanath,  
Chartered Accountant,  
Proprietor,  
JAYA ASSOCIATES,  
39, Malani Bulathsinghala Mw,  
Boralessgamuwa,  
Sri Lanka.  
Mobile +94763330815  
E-Mail - [jayaassociates@gmail.com](mailto:jayaassociates@gmail.com)

## **Kreston MNS & Company, Mudalige and company**

**Auditor, 2012 - 2016**

### **Accounting**

- Experienced in maintaining and preparation of financial statements in compliance with International Accounting Standards.

### **Auditing**

- Analyse clients' nature of business, their volumes and Intensity of transactions, and help in preparing quotations.
- Participate in the audit planning process and assess audit risks Involved.
- Understand and document on-site systems, work processes, Prepare flowcharts and internal and regulatory controls.
- On-site walkthroughs, checking, examination and documenting Results/ weaknesses etc.
- Perform substantive audit procedures including Analytical Review procedures.
- Supervise and review of work performed by the team Members.

### **Taxation**

- Prepare the corporate income tax in accordance with the Inland Revenue act and computation of deferred tax adjustments, Value added tax and other taxes in accordance with the respective Accounting standards and regulations.

## **Hovael Construction (Pvt) Ltd**

**Accounts Assistant, 2011 - 2012**

- Prepare Bank reconciliations & daily Bank balances for the purpose of working capital management and for the decision making purpose.
- Prepare VAT schedules and Input & Output VAT Reconciliation.
- Debtor & Creditor Reconciliation with Aging to reconcile the ledger with the individual vendor / customer and to check the long outstanding balances.
- Ledger Reconciliations with source Documents.
- Issuing receipts, Invoices and Advices.
- Arranging payment vouchers and Cheques using a computerized payments system.
- Update customer receipts when the cheque / cash is collected.
- Arranging Bank Drafts for customs duty and fund payments.
- Familiarize with Excel and In-house developed Management Information system.