



Nadeeshani Kaushalya

Bachelor of Business Administration (Finance Special),
University of Colombo

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I'm a self-motivated, skilled and authentic person with a passion for excellence with my academic and professional foundation, I would like to gain employment at a progressive and innovative organization where I can enhance my talents and achieve my aspirations while uplifting the standards of the organization.

Full Name:

Bulathge Nadeeshani Kaushalya

Date of Birth:

04th February 1994

University:

University of Colombo, Sri Lanka

Nationality:

Sri Lankan

Passport Number:

N11406033

Address:

Flat no 204, Y3
Building, Al Karama,
Dubai, U.A.E

Gender:

Female

QUALIFICATIONS

- Bachelor of Business Administration Special degree in finance with Second Class Honors, Department of Finance, University of Colombo, Sri Lanka
- Certification in Taxation, AAT Business School
- AAT Examination Finalist, AAT Sri Lanka

WORKING EXPERIENCE

ACCOUNTS & DEVELOPMENT OFFICER – THE MINISTRY OF WATER SUPPLY (MARCH 2021 TO PRESENT)

- Successfully contributed to the execution of the Water Sector Reform Programme (Sub-programme 1) with financial support from the Asian Development Bank, under the supervision of the Sri Lankan Presidential Secretariat.
- Assisted in drafting and revising key national Policies including ;National Policy on Water Safety, National Policy on Drinking Water, Water Supply Connection Guideline for Water Supply Users and the Report on Appraisal and Selection Criteria Framework for Investments in Drinking Water Sector in Sri Lanka.
- Coordination and arrangement of stakeholder workshops, validation workshops and National Steering Committee meetings in collaboration with relevant officials.
- Implementation of activities under the identified water sector projects with accuracy, ensuring they are carried out according to the annual action plans.
- Regular monitoring and evaluation of ongoing projects, preparing detailed progress and completion reports, which contribute to the project's success and accountability.
- Accurate processing of payment bills and submission for payment in a timely manner, maintaining financial transparency and efficiency.
- Ensuring that projects are implemented smoothly, while providing supervision to Maintain quality and alignment with project objectives.

TECHNICAL

COMPETENCIES

- Financial Reporting
- Reporting Framework (SLFRS, LKAS)
- Taxation
- Financial Consulting
- Project Management

TRANSFERABLE

SKILLS

- Communication and Presentation
- Leadership
- Multitasking ability
- Negotiation skills
- Relationship Management
- Team Working
- Technical & Analytical
- Organizational skills
- Administrative operations

IT / ACCOUNTING

PACKAGES

- Quick Books (Desktop & Online)
- SAP
- MS Excel/MS Word
- Zoho

EXTRA - CURRICULAR

ACTIVITIES

- Participant in Speech Crafters
(Toastmasters International)
- Competitor in Business Case
Competition
- Member, Commerce Society,
Gothami Balika Vidyalaya,
Colombo 10, Sri Lanka

FINANCE ASSISTANT – SLT Muve (MARCH 2019 – February 2021)

- Ensure timely and accurate updates of financial spreadsheets in SAP, reflecting all daily transaction for transparent and efficient financial management.
- Regularly track and reconcile monthly bank statements, ensuring that all financial transactions match and discrepancies are promptly addressed.
- Provide accurate support for monthly payroll processing, ensuring that all payments are correct and on time while maintaining well-organized and accessible financial records.
- Record and manage accounts payable keeping track of outstanding payments to maintain a healthy cash flow and positive vendor relationships.
- Process invoices accurately and follow up with clients, suppliers, and partners as needed, ensuring smooth and timely payment cycles.
- Assist in preparing monthly financial reports, ensuring that all financial data is correctly compiled, analyzed, and presented to support management

INTERNSHIP – SLT DIGITAL SERVICES (MAY 2018 – MARCH 2019)

- Maintain up-to-date and accurate records of outstanding debts, ensuring timely follow-up on overdue accounts to support the company's financial health.
- Assist in preparing comprehensive monthly recovery reports, providing a clear overview of debt recovery efforts and outstanding amounts for management review.
- Assist in resolving outstanding debt issues by following up with clients and coordinating with the finance and sales teams, ensuring that overdue payments are addressed promptly.

REFERENCES

Mr. L C Kithsiri

Head of Operations & Marina Manager
Dubai Holding & D-Marin Dubai

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Mr. A C M Nafeel

Former Secretary
Ministry of Water Supply and Estate
Infrastructure Development, Sri Lanka

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