

**CURRICULUM VITAE
OF
VIPULAKSHI PRIYASHANTHI FERNANDO**

PERSONAL DETAILS

Full Name : Guruge Vipulakshi Priyashanthi Fernando

Date of Birth : 26th February 1981

Nationality : Sri Lankan

NIC No : 815570049V

Sex : Female

Civil Status : Married

Residence : No. 1, Thudella Junction, Ja-ela.

E-mail : vipulakshi@yahoo.com

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011-2244057

PAST WORK EXPERIENCE

1. Ernst & Young
(Chartered Accountants)
201, De Seram Place,
P.O. Box 101,
Colombo 10.

2 Years Working Experience - 25th August 2003 to 25th August 2005

Positions held at Ernst & Young:

Junior Audit Trainee 25th August 2003 to 31st March 2004
Senior Audit Trainee 1st April 2004 to 25th August 2005

Employment experience at Ernst & Young:

I have had the responsibility of planning, performing, coordinating and reviewing assignments on Business Risk Services in various business sectors during my tenure at the Ernst & Young Colombo. These business sectors comprise of Manufacturing, Garment, Retail and Wholesales, Exports and Import, Telecommunication, Hospitality and leisure, banking, Finance, etc.

- Carried out Audits as a junior at "Swedeshi Industrial Works Ltd.", "John Ward Ceylon (Pvt) Ltd." which are mainly engaging in manufacturing and retail/whole sales.
- Carried out Audits as a junior at "Asian Alliance", "Janashakthi Insurance" and "Union Assurance" which are mainly engaged in insurance.
- Carried out Audits as a senior at "Thudawe Brothers (Pvt) Ltd." involved in construction work.
- Was assigned the task of performing surprise checks and audits at "Shadowline Co. Ltd.", "Suntel Lanka (Pvt) Ltd." and the filling stations of "Laugh Lanka Gas (Pvt) Ltd."
- Performed duties as a senior in the Audits at "Jubilee Apparel (Pvt) Ltd.", "National Savings Bank", "Trans Asia hotel", etc.
- Functioned as the senior in charge of the Audits at "Senkadagala Finance Co. Ltd.", "Durdans hospital (Pvt) Ltd." and the branch audits of "HNB Assurance Ltd."

Duties mainly performed in the Audits at different types of business enterprises:

- Checked whether the Financial Statements are prepared according to the SLAS Standards and their accuracy.
- Checked whether the accuracy of the figures taken to financial statements.
- Checked whether the accounting entries were passed properly.
- Checked whether the accuracy of Journal Vouchers, Deposit Vouchers and the Payment Vouchers with their supporting.
- Checked whether the accuracy of Fixed Asset Register and the Fixed Assets have been depreciated and maintained correctly according to the SLAS standards and the Finance Manuals.
- Preparation of Bank Reconciliations.
- Checked whether the payments have done correctly with relevant supportings with the relevant authority according to the Finance Manual use by different types of business enterprise
- Made surprise checks of Cash Float, Petty Cash Float and Stocks at the stores.

2. Aitken Spence Co. Ltd.
"Vauxhall Towers"
Vauxhall Street,
Colombo 02.

7 Months Working Experience - 5th June 2006 to 5th January 2007

Position held at Aitken Spence Co. Ltd.:

Trainee Accounts Executive - Aitken Spence Power Co. Ltd.

Duties performed in Aitken Spence Co. Ltd.:

- Preparation of Bank Reconciliations.
- Generating Payments Vouchers with the supervision of senior Account Executive.
- Making Journal Entries.
- Maintaining Petty Cash Float.
- Supporting the immediate supervisor to achieve her duties.

3. VisionFund Lanka (Gte.) Ltd.
No. 05,
Park Avenue,
Colombo 08.

VisionFund Lanka is an enterprise engage in micro finance which funded by World Vision Lanka.

1 Year and 9 Months Working Experience - 17th January 2007 to 29th September 2008

Position held at VisionFund Lanka (Gte.) Ltd.:

Trainee Branch Accountant - VisionFund Lanka (Gte.) Ltd.
Mahiyanganaya.

Duties performed at VisionFund Lanka (Gte.) Ltd.:

- Preparation of Financial Statements
- Preparation of Bank Reconciliations
- Preparation of following Vouchers by the "Interface" Software
 - Journal Vouchers
 - Deposit Vouchers
 - Cheque Disbursement Vouchers
- Preparation of Budgets and reviewing cost effective analysis.
- Maintaining Fixed Assets Register according to the SLAS's and the Finance Manual.
- Maintaining Petty Cash Float.
- Maintaining Medical Register
- Made the relevant payments with relevant supportings and the relevant authorities.

Further I have had the following experiences for my working career as well.

- I have had a practice to work under highly pressurized working environment.
- I have specialized in the software called "e-Merge" which is use by micro finance companies.
- I have had a further practice on Microsoft Office Softwares package as well.
Eg: M/S Words, M/S Excel
- I have maintained nearly up to 10 million portfolios at the end of my work period and it was useful to build up my career to face a large amount of capacity.
- I have got the practice to manage the time without delaying in preparing reports, documents and other necessary functions I had to perform as an accountant.
- I have prepared budgets and cost analysis and I introduced few suggestions which can minimize the cost and to achieve the vision of the branch as well.

4. FireFox Lanka (Pvt) Ltd.
Weliketiya,
Pamunugama.

8 Months Working Experience – 1st February 2010 to 12th November 2010
1st February to 2nd August – As a part time woker and thereafter as a fulltime woker.

Position held at FireFox Lanka (Pvt.) Ltd.:

Accounts Executive

Duties performed at VisionFund Lanka (Gte.) Ltd.:

- Preparation of Bank Reconciliations
- Preparation of Budgets.
- Posting accounts for monthly accounts statements
- Maintaining Fixed Assets Register according to the SLAS's and the Finance Manual.
- Preparation of VAT,ESC,NBT
- Supporting Finance manager in day to day duties
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PROFESSIONAL QUALIFICATIONS

- I have successfully completed the AAT Final examination in December 2002.
- I have successfully completed the Intermediate Examination in 2004 and the practical training as required by the Institute of Chartered Accountants of Sri Lanka.

COMPUTER LITERACY

I have successfully completed the "Diploma in Computer Studies" in 2001, conducted by the Aquinas College, Colombo 08.

It covered the following modules,

- Microsoft Office 2000
M/S Word, M/S Excel, M/S Power point
- Desktop Publishing
- Introduction to Internet & e-mail

I have exposure to some accounting packages as well for banking MIS package (e-Merge) too.

EDUCATIONAL QUALIFICATION

School Attended - Ave Maria Convent, Negombo.

- G.C.E. (Ordinary Level) - 1997
 - Sinhala - Distinction
 - Mathematics - Distinction
 - Religious Knowledge - Distinction
 - Social Studies - Credit Pass
 - Science - Credit Pass
 - Commerce - Credit Pass
 - English - Credit Pass
 - Art - Simple Pass
- G.C.E. (Advance Level) - 2000
 - Studied Combined Maths, Physics and Chemistry.
- I have successfully completed "Diploma in English" in December 2002, conducted by Aquinas College, Colombo 08.
- Undergraduate of B.Sc. (Business Administration) General External Degree program conducted by University of Sri Jayawardhanapura.
 - Pending final stage results.

EXTRA CURRICULAR ACTIVITIES

- School representative in the Social Service Project conducted by the "Helpage Sri Lanka"
- Active member of the school
 - Science Society
 - Sinhala Literary Association
 - English Literacy Association
- Awarded winner of subject prizes at the school prize giving ceremonies.

NON-RELATED REFEREES

Mr. Basil Pushparaj.
ADP Manager,
World Vision Lanka,
Galenbindunuwawe ADP,
Anuradhapura.
Tel: 077-3404163 / 025-2220044

Mr. R.M.T. Ratnapala
Senior Manager,
Ernst & Young,
P.O. Box 201,
Deseram Place,
Colombo 10.
Tele: 011-5578660

Here by I declared that the above mentioned details are true and correct up to date.

G.V.P. Fernando

(Mrs. G.V.P. Fernando)

18/11/2010

(Date)