

Niran Madhawa



Personal details

Name

Niran Madhawa

Email address

niranmadhawa1997@gmail.com

Phone number

0762503952

Address

Lilani, Temple Road,
Handapangoda.

Date of birth

March 28, 1997

Gender

Male

Nationality

Srilankan

Civil status

Married

NIC 970881069V

Skills

Microsoft Office
Packages



MYOB



Education

**Completed two year Higher National
Diploma in Accountancy**

Institute of Advanced Technological, Rathnapura

G.C.E. Advanced Level Examination (2016)

Royal college, Horana

G.C.E. Ordinary level Examination(2013)

Royal College, Horana

Employment

**Have a experience one-year trainer Account
Assistant - NAITA.**

**Have six months experience Account Trainer
at Horana Pradesiya Sabhawa.**

**I working now Account Assistant, HR Assistant,
Sales Executive at Imashi Group Of Companies.**

- Operational management and Human Resource (Personal file management, EPF/ETF handling, Attendance and salary payroll system)
- Financial management (company daily petty cash account management, Leger management,
- Cash book management, Financial Accounts and ERP system) Internal control system and Taxation (Internal Control, Internal checkup, stock control)
Company Admin of the SMART POS System.

Certificates

G.C.E A/L and A/L Examinations Results

**G.C.E. Advanced Level Examination (Commerce
Stream) (2016)**

Business Studies	A
Economics	B
Accountancy	S

ERP



Languages

Sinhala



English



Tamil



G.C.E. O/L Examination (2013)

Buddhism	A
History	A
Science	A
Drama	A
Citizenship & Physical Education	A
Mathematics	B
Sinhala	B
Sciences	C
English	C

Courses

Followed Computer course and Computer Hardware course at the Ranaviru Information Technology Training Institute Panagoda and NAITA.

Followed English course at the University of Colombo.

Extracurricular activities

Played for school Cricket, Volley ball, Elle team- Royal College Horana.

President of the school commerce society.

References

B.A.N Tharangi

The Garma niladarini, handapangoda
0703462246

N.Darmasiri

The Principal, Royal College, Horana
0342261096

Declaration

I hereby certify that the above details are true and correct to the best of my knowledge.

Niran Madhawa