



# SITHARA JAYAWEEERARATHNE

B.B.Mgt ( Special ) Degree in Finance ( Kel'ya ) , ACA , MAAT

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## SUMMARY

Results-driven finance professional with 9+ years of experience in financial reporting, auditing, tax compliance, and cash flow management across diverse industries. A CA Sri Lanka Member, MAAT Member, and Finance Graduate, skilled in ERP systems (NetSuite, QuickBooks, SAP) and process automation to enhance accounting efficiency. Proven ability to streamline financial operations, strengthen internal controls, and drive strategic financial planning.

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## WORK EXPERIENCE

**Accountant, GoDigital Media Group ( USA )**

**July 2024 - Present**

- Financial Close & Reporting: Manage monthly, quarterly, and year-end close processes, ensuring accurate financial statements and U.S. GAAP-compliant reporting.
- Reconciliation & Compliance: Perform detailed reconciliations for bank accounts, AR, AP, company loans, and fixed assets while ensuring compliance with U.S. tax regulations.
- Cash Flow & Working Capital: Monitor cash flow, manage loan schedules, optimize AP/AR cycles, and ensure efficient working capital management.
- ERP & Process Improvements: Utilize NetSuite to streamline financial operations and implement process optimizations for efficiency.
- Audit & Internal Controls: Prepare audit schedules, support external and internal audits, and strengthen internal controls to mitigate risks.
- Financial Analysis & Strategic Support: Conduct financial analysis, budgeting, and forecasting to support business decisions, cost control, and loan management strategies.

**Accounts Executive, The Capital Maharaja Organisation Limited**

**December 2020 - June 2024**

- Assisting the timely closure of the monthly accounts to achieve month end reporting deadlines.
- Responsible for overlooking the payments, cash and overall working capital management.
- Responsible for handling all the tax matters.
- Liaising with external auditors, external tax consultants.
- Preparing & maintaining Balance Sheet Schedules (B/S Reconciliations) on monthly basis .
- Maintaining the general ledger and reconciliations.
- Monitoring AP & AR accounting modules.
- Responsible for handling all foreign payments.
- Preparation and coordination of annual budget.
- Performing ad-hoc assignments as directed by senior management.

**Manager - Operations, Shark Electricals**

**May 2019 - December 2020**

- Preparation of daily sales reconciliations with sales reports.
- Preparation of bank reconciliations.
- Hands-on experience in setting up and navigation of Quickbook POS system.
- Maintaining stock reports and inventory handling.
- Handling debtor, supplier payments and petty cash.

- Analyzing and interpretation of financial information to the management.
- Handling social media marketing Campaigns.
- Maintaining the daily operations of the e-commerce website.

## **Audit Associate 2 - KPMG Sri Lanka**

**April 2016 - May 2019**

- Preparation of financial statements for Private Limited Companies & Public Limited Companies.
- Involved in planning, performing & supervising of external audits & agreed upon procedures.
- Drafting of audit reports, management letters and other reports.
- Coaching and mentoring junior staff level.
- Clientele Portfolio: Sierra Cables PLC, Hilton Colombo Residencies, Hirdaramani Group, Prima Ceylon (Pvt) Ltd, Brown & Company PLC, Nestle Lanka PLC etc.

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## **EDUCATION**

### **Institute of Chartered Accountants of Sri Lanka ( 2018 - 2025 )**

Fully Qualified Member ( Associate Chartered Accountant )

### **University of Kelaniya ( 2014 - 2018 )**

Bachelor of Business Management (Special) Degree in Finance - Upper-Second Class Honours

### **Association of Accounting Technicians (AAT)**

Member (MAAT)

### **Primary & Secondary Education**

G.C.E (A/L) : D.S Senanayake College, Colombo 07. August, 2012

Index No: 4058550 - Obtained 3A's

G.C.E (O/L) : D.S Senanayake College, Colombo 07. December, 2009

Index No: 90101758 - Obtained 9A's

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## **ADDITIONAL INFORMATION**

- **Technical Skills:** Expertise in ERP Systems (NetSuite, QuickBooks, SAP) and Proficient in MS Excel.
- **Languages:** English, Sinhala
- **Key Skills:** Financial Reporting & Analysis , Budgeting & Forecasting , Tax Compliance & Audit , Cash Flow Management , Internal Controls & Risk Management , Leadership & Team Collaboration
- **Extra-Curricular Activities:** Member of AIESEC in University of Kelaniya , Fund Raiser - Finance Student Association University of Kelaniya (2014-2015) , Member of School Chess Team (2004-2007) , Member of School Badminton Team (2004-2007)

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## **REFEREES**

- Available upon request.