



TILANJANA KURUWITA ARACHCHI

| ACCOUNTING & FINANCE - CORPORATE AFFAIRS

CONTACT

☎ +94 77 24 55 643

📞 +94 77 24 55 643

✉ arachchi.tk@gmail.com

📍 No. 329/1, Nagahawela,
Kotikawatta, Angoda, Sri Lanka.

PERSONAL INFO.

Date of Birth : 13 / 04 / 1984

Gender : Male

Nationality : Sri Lankan

PROFESSIONAL SKILLS

- Financial Reporting
- Budgeting & Forecasting
- Accounts & Ledger Management
- Cash Flow Control
- Compliance & Audit
- Coordination
- Corporate Communication
- Stakeholder Management
- Strategic Planning
- CSR & Event Management
- Invoice & Expense Reconciliation
- Documentation
- Marketing

LANGUAGES

- ENGLISH
- SINHALA

PERSONAL PROFILE

Experienced finance and corporate affairs professional with expertise in accounting, compliance, and strategic planning across diverse sectors. Skilled in financial management, stakeholder engagement, and operational efficiency. Committed to delivering accurate reports, enhancing organizational processes, and supporting sustainable growth with strong leadership.

EMPLOYMENT HISTORY

Deputy Manager - Corporate Affairs (Jun 2023 – Dec 2025) Perera & Sons (Bakers) Pvt Ltd, Sri Lanka

- Supporting stakeholder engagement and organizational reputation-building activities. Managed corporate documentation, compliance processes, and regulatory submissions to ensure adherence to industry standards and timely completion of all statutory requirements.
- Supported to develop and execute strategic communication plans, enhancing company visibility through corporate events, and community outreach programs.
- Contributed to the development and review of KPIs, providing insights to improve team performance and operational efficiency.
- Collaborated with senior leadership to support CSR activities, monitor public perception, and implement initiatives strengthening corporate image and stakeholder trust.

Accountant (Jul 2022 - Jan 2023) Al Rams Cleaning Services LLC, Dubai, UAE

- Prepared statutory accounts, managed sales and purchase ledgers, and ensured accurate financial records while reconciling expenses and processing invoices efficiently.
- Monitored daily communications, responded to queries, coordinated with clients, suppliers, and third-party providers to maintain smooth operational and financial workflows.
- Controlled credit, chased outstanding debts, maintained cash transaction records, and updated procedural documentation to ensure compliance with company policies and financial standards.

Bursar (Apr 2020 - Jun 2022) Nagananda International Institute for Buddhist Studies (Educational Sector)

- Managed the institute's financial operations, including budgeting, accounting, and reporting, ensuring accuracy and compliance with educational sector regulations.
- Oversaw fee collection, expense management, and payroll processing while maintaining transparent records and facilitating timely financial audits.
- Coordinated with faculty, staff, and external stakeholders to support financial planning, resource allocation, and effective administrative operations.

Assistant Finance Manager (Sep 2010 - Jan 2020) Perera and Sons (Bakers) Pvt Ltd (Food & Beverage Sector)

- Assisted in managing financial planning, budgeting, and forecasting to support strategic decision-making and ensure sustainable growth within the organization.
- Supervised accounting operations, including ledger maintenance, reconciliations, and preparation of statutory and management reports in compliance with regulations.
- Monitored cash flow, controlled expenditures, and implemented cost-saving initiatives while ensuring timely payment processing and financial accuracy.
- Coordinated with internal teams and external auditors to ensure compliance, resolve discrepancies, and maintain transparent financial records across all departments.

SOFT SKILLS

- Leadership
- Problem-Solving
- Communication
- Teamwork
- Decision Making
- Analytical Thinking
- Time Management
- Adaptability
- Negotiation
- Attention to Detail

REFERENCES

Mr. Sunil Wanigabadu

Council Member Association of
Accounting Technicians of
Sri Lanka

540, Thimbirigasyaya Road,
Colombo 05.

Mob : +94 7777 99 787

Fixed: +94 1127 867 21

Prof. Rangamini Werawaththa,

Director,

Opal corporation private limited,
73 Biyagama Rd Gonawala

Kelaniya, Sri Lanka

Mob : +94 71 62 95 999

EMPLOYMENT HISTORY CONT.

Audit Trainee (Nov 2008 - Aug 2010)

Piyawardena Associate (Finance & Auditing)

Stores Assistant / Cost Executive (Mar 2006 - Oct 2008)

Perera and Sons (Bakers) Pvt Ltd (Food & Beverage Sector)

ACADEMIC QUALIFICATIONS

- **Masters in Business Studies**

University of Colombo, Sri Lanka (2018 / 2019)

- **Post Graduate Diploma in Business Management**

University of Colombo, Sri Lanka (2016 / 2017)

- **G.C.E Advanced & Ordinary Level Examinations**

Department of Examinations, Sri Lanka (2004 / 2000)

PROFESSIONAL QUALIFICATIONS

- **Certified Member of Sri Lanka Institute of Marketing (SLIM)**

- **Certified Business Accountant of Institute of Chartered Accountants, Sri Lanka**

- **Fellow Member of Association of Accounting Technicians, Sri Lanka**

- **Associate Member of Institute of Chartered Professional Managers, Sri Lanka**

- **Diploma in Psychology and Counselling**

IMBS Green Campus

- **Following Bachelor's in Information Technology Degree**

IMBS Green Campus

I solemnly declare the aforementioned particulars to be true and accurate to the utmost extent of my knowledge and belief.

TILANJANA KURUWITA ARACHCHI