

Thiloka Sangarange Dona

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Address: No 40 , Gunathilaka mawatha, 12500, Panadura, Sri Lanka (Home)

● ABOUT ME

Results-driven finance and HR administrator with experience across UK social care and international banking environments, specializing in payroll operations, financial administration, statutory compliance, and budget monitoring. Proven ability to manage high-volume financial data, process payroll accurately, reconcile accounts, and support organizational budgeting. Strong working knowledge of tax, remittances, benefits administration, and financial reporting.

● WORK EXPERIENCE

ADMINISTRATOR (FINANCE & OPERATIONS) – WAYTHROUGH (FORMERLY RICHMOND FELLOWSHIP) – 03/06/2024 – 17/04/2026 – NEWCASTLE UPON TYNE, UNITED KINGDOM

Finance & Budget Support

- Maintain accurate financial records, including petty cash systems and reconciliations.
- Process invoices, funding claims, and expense reimbursements, ensuring compliance with organizational policy.
- Monitor project expenditure against allocated budgets and provide variance analysis to the service manager.
- Liaise with Head Office Finance to resolve discrepancies and ensure accurate ledger reporting.
- Support preparation of financial returns for external funding bodies.
- Assist residents with budgeting guidance and liaise with benefits agencies regarding payments.

Administrative & Operational Support

- Manage confidential records and maintain internal database systems.
- Coordinate external inquiries and stakeholder communications.
- Support compliance reporting and internal audit requirements.
- Maintain procurement records and oversee ordering of office and operational supplies.

Key Achievement: Strengthened financial record accuracy by proactively identifying and resolving reporting discrepancies.

JUNIOR EXECUTIVE - HR & PAYROLL OPERATIONS – SAMPATH BANK PLC (HEAD OFFICE) – 26/07/2021 – 20/03/2023 – COLOMBO, SRI LANKA

- Assisted in processing monthly payroll for a large employee base, ensuring 100% accuracy and compliance.
- Maintained employee lifecycle records, including new starters, leavers, tax updates, and employment changes.
- Calculated and processed Advanced Personal Income Tax (APIT) and ensured timely ETF remittances.
- Processed payroll for interns and outsourced employees, validating attendance and preventing duplication errors.
- Administered medical and examination claims, ensuring policy compliance and timely reimbursements.
- Prepared monthly medical fund statements to support budget forecasting and cost analysis.
- Processed incentive schemes, allowances, and commission payments in accordance with management approval.
- Supported payroll reconciliations and reporting to ensure financial accuracy.

Key Achievement: Supported payroll and statutory processes within a major banking institution while maintaining strict confidentiality and compliance standards.

HR INTERN – BANK OF CEYLON – 01/08/2016 – 20/02/2017 – COLOMBO, SRI LANKA

- Supported HR documentation, payroll administration, and employee record maintenance.
- Assisted with compliance-related documentation within a regulated banking environment.

● EDUCATION AND TRAINING

15/07/2017 – 20/04/2020 Pune, India

BACHELOR OF BUSINESS ADMINISTRATION (INTERNATIONAL BUSINESS) University of Pune

Field of study Business Administration (International Business) | **Final grade** 1st Class with Distinction | **Level in EQF** EQF level 6

01/01/2013 – 30/12/2015 Colombo, Sri Lanka

THE GENERAL CERTIFICATE OF EDUCATION ADVANCED LEVEL (GCE A/L) Department of Examinations
Srilanka

Economics - A | Business studies - A | Accounting - A

Final grade Passed and Qualified for the University entrance. | **Level in EQF** EQF level 4

01/01/2012 – 31/12/2012 Colombo, Sri Lanka

THE GENERAL CERTIFICATE OF EDUCATION ORDINARY LEVEL (GCE O/L) DEPARTMENT OF EXAMINATIONS
SRILANKA

9 A grades, including English, Mathematics, Science

Final grade Passed and Qualified for Advanced level | **Level in EQF** EQF level 2

● **CERTIFICATIONS**

Banking First Level completion

Institute of Bankers of Sri Lanka (IBSL)

German A1 completion

Gotha Institute - India

● **SKILLS**

Technical Skills

HRIS & Payroll Systems | Microsoft Office | Database & Records Management | Microsoft Excel | Financial Reporting Tools

Soft skills

Team-oriented with strong professional relationship-building ability | Strong analytical and numerical capability | Excellent organisational and time management skills | Experienced in working under pressure and meeting strict deadlines

● **RECOMMENDATIONS**

References Available upon request.