



DHANUSHI KULASEKARA

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Address : Arambegedara, Padagoda, Beruwala

PROFESSIONAL SUMMARY

Motivated and detail-oriented business Management Hons undergraduate, psychology and counseling diploma holder and currently working as an Assistant Accountant. Experienced in accounting operations, HR administration, and sales operation. Skilled in financial record keeping, bank reconciliation, and Excel-based reporting. Strong ability to work in multi-functional environments with accuracy and efficiency.

WORK EXPERIENCE

Assistant Accountant – Kisa Holdings (Pvt) Ltd

Feb 2026 – Present

- Prepared bank reconciliation statements using Excel by comparing bank statements with cash book records
- Maintained petty cash book and verified supporting documents
- Assisted in preparation of monthly financial reports including Profit & Loss statements and Balance Sheets
- Supported cheque printing and invoice verification processes, Recorded employee daily attendance and absence register
- Maintained HR documentation and ensured accuracy of employee records
- Assisted in administrative tasks and document handling, Entered Goods Received Notes (GRN) into the system
- Prepared sales representatives' activity reports, Assisted in barcode sticker printing and product labeling
- Maintained letter book and internal documentation

Research Project: Impact of the Generation Gap on Organizational Performance

- Conducted research on how generational differences affect workplace productivity and communication
- Collected and analyzed data and presented findings with recommendations
- Utilized tools such as Microsoft Excel / SPSS for data analysis

Practical sessions for Counsellors

- Completed 60 hours of practical training on Basic Counseling Skills, Counseling Approaches for Substance Use Disorders, Coping Stress & Stress Management, Understanding Sexual Disorders & Sex Counseling, Psychological Tests & Assessments, Counseling Theoretical Approaches for Personality Disorders, Developing Professional Skills of Counselors, Yoga & Relaxation Techniques for Counselors, Understanding Grooming with Personality Development, How to be a professional counselor through improving skills & ethics.

Academic Project and Practical Experience Leadership Module & Operation Management

- Outbound Training at Che Adventure Park, Built teamwork and leadership Skills, KSPA Company visit for group presentation, developing experience in data collection, analysis and presentation skills.

Dhamma School Teacher Volunteer Service

- 3 years of teaching experience at Sri Wimalatissa dhamma School, Sri Pushparama Temple, Malevana.

EDUCATION QULIFICATION

- **Bachelor of Business Management (Hons) – (Reading)** 2022–2026
ICBT Campus
- **Diploma in Psychology and Counselling** 2024 January – 2025 January
Lanka Professional Education Centre (LPEC Campus)
- **Certificate Of Human Resource Management**
The Open University of Sri Lanka
- **Certificate Of English**
The Open University of Sri Lanka
- **G.C.E Advanced Level Examination – Commerce Stream** 2020
WP/KL/ Gurulugomi Maha Vidyalaya, Kalutara North
- **G.C.E Ordinary Level Examination** 2017
WP/KL/Padagoda Maha Vidyalaya, Padagoda, Beruwala

OTHER QULIFICATION

- Certificate of British English College
- Dhamma School Final Certificate

EXTRA CURRICULAR ACTIVITIES

- Member of the senior prefect team during School years
- participated in the inter-house sports festival and won first place in the salute parade.

SKILLS

- Strong Communication Skills
- Team Collaboration
- Time Management
- Adaptability & Learning Agility
- Professional Work Ethics
- Digital Documentation & Reporting
- Computer literacy (MS Office – Word, Excel, Power point)

LANGUAGE

- Sinhala
- English

REFERENCES

K.T.Dinum Nisansala Wijesiriwardena
Principal Business Consultant at BPositive Business Consultants
Lecturer in Management
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Phone: 0779423631

Declaration

The above mentioned information is true and correct to the best of my knoweledge

Date : 05th May 2026