



SOLANGE GUNAWIJEYA

FINANCE & ADMINISTRATION
PROFESSIONAL

CONTACT



052-882-1907



Curry chatti building, Al karama, 4C ST
2nd floor, Flat 14 b



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/solange-gunawijeya

EDUCATION

CHARTERED INSTITUTE OF MANAGEMENT
ACCOUNTANTS (CIMA-UK)

Operational Level

ST. JOSEPH'S GIRLS' SCHOOL, NUGEGODA

G.C.E Advanced Level - 2010

G.C.E Ordinary Level - 2007

TECHNICAL EXPERTISE

- HRIS
- ERP
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

ABOUT

A proactive, self-motivated and detail-oriented individual bringing exceptional interpersonal communication skills, and the ability to build, execute, manage, complete, and improve any tasks and responsibilities given. I enjoy creative problem solving and getting exposure on multiple projects, and I would excel in a collaborative environment.

WORK EXPERIENCE

COMMERCIAL CREDIT & FINANCE PLC

Management Trainee - Finance & Administration
| 2018 - 2021

- Developed and maintained effective office systems (e.g., IT support, office maintenance, fixed assets, supplier contracts etc.), ensuring these are consistent Commercial Credit's operating requirements.
- Ensured the efficient running of daily administrative operations.
- Maintained financial records and performed financial procedures (receipts, payments requests, petty cash etc).
- Assisted in the organization and management of both internal and external audits.
- Ensured all expenses are authorized and processed in accordance with company Limits of Authority.
- Maintained accounting records, ensuring they are complete, accurate, well archived and safeguarded.
- Ensured proper management of credit documentation as per credit policies.
- Ensured credit approval terms are properly executed
- Handled insurance approval transactions after verification by the Insurance Team.
- Checked and regularly updated the insurance database in-line with insurance policies.

NOTABLE ACHIEVEMENTS

- National Team Captain - 3X3 Olympic Qualifiers in Austria (2021)
- Miss Sri Lanka for Miss Earth 2013 (Awarded Top Model of the World & Represented Sri Lanka in 02 world pageants)
- Member of Sri Lanka Navy Basketball Team since 2010.
- Represented the Sri Lanka National Basketball team since 2005
- Participated in the 1st FIBA 3X3 Olympic Qualifiers in Austria (2021)
- Represented Sri Lanka National Netball Team since 2005
- Only school girl to represent both Netball & Basketball National Teams

THE REGENT COUNTRY CLUB, MALABE

Banquet Operations Coordinator | 2017 - 2018

- Co-ordinated the day to day operations of the Banquet floor
- Greeted function organizers on arrival and ensured that their requests are dealt with, and rooms/function space are set-up according to guest expectations and banquet event order
- Followed up on any problems that arose from event order and room allocations and rectified the same as soon as possible.

REFEREES

Will be provided upon request