



MATHISHA CHARUNDI

FINANCE MANAGEMENT TRAINEE INTERN

PERSONAL INFORMATION

- **Name in full :**
Hewawasam Udumullage Mathisha Charundi
- **Date of Birthday :** 29/01/2005
- **NIC :** 200552902286
- **Gender :** Female
- **Nationality :** Sri Lankan
- **Civil Status :** Single

CONTACT

- ☎ +94 75 595 3200
- ✉ mathishacharundi@gmail.com
- 📍 233/166, Bluemountain housing scheme, Moragoda, Gampaha
- 🌐 Mathisha Charundi

SKILLS

- Analytical and Critical Thinking
- Effective Communication Skills
- Time Management and Prioritization
- Team Collaboration and Interpersonal Skills
- Adaptability and Quick Learning Ability

HOBBIES

- Content creation (vlogging)
- Creative designing (Canva)

LANGUAGES

- Sinhala
- English



PROFILE

- Motivated and detail-oriented Higher National Diploma in Business Administration (HNDDBA) student with a strong interest in finance, accounting, and business management. Possess a sound understanding of financial reporting, accounting principles, budgeting, and business operations, supported by strong analytical, communication, and problem-solving skills. Proficient in Microsoft Office applications and eager to apply academic knowledge in a professional environment. Seeking a Management & Finance Trainee Internship to develop practical skills while contributing to organisational growth and success.



EDUCATION

- **Higher national diploma in business administration (HNDDBA)**
(Advanced technology institute Galle) - present
- **General English course (pre-intermediate)**
(British council) - 2024
- **GCE advanced level (2023/2024)**
commerce stream | Index no - 6381073
Thakshila college Gampaha
Accounting - A | Business studies - C | Econ - C
- **GCE Ordinary level 2020/2021**
Kolonnewa Balika vidyalaya
Index no - 60214899
English - B | Mathematics - B



TECHNICAL SKILLS

- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)
- Basic knowledge of QuickBooks, SPSS, and HTML.
- Basic Knowledge of Accounting and Financial Principle
- Financial Data Entry and Documentation
- Report Preparation and presentation



REFERENCES

- | | |
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| ○ N.P.Wickramasekara
Head of the Department
ATI
Galle.
0718011426 | ○ Lakshani kaluarachchi
Teacher
Zahira national school,
Mawanella
0763617078 |
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