



Founded 1965

**Sujatha Vidyalaya**  
Nugegoda



**HIGHLANDS COLLEGE**  
Maharagama



Academy of Professional Studies



**Sujatha Pre School**  
Nugegoda / Maharagama

# WE ARE HIRING

*Join Our Versatile Team*

## Accounts Assistant

### Requisite Qualifications

- ✓ G.C.E. A/L qualification (Commerce Stream)
- ✓ Minimum 2 Years of experience in Finance/ Accounting
- ✓ AAT/ Part qualifications in CA Sri Lanka, CMA, or ACCA
- ✓ Diploma/Certificate in Accounting, Finance or Business Administration
- ✓ Proficiency in MS Office and accounting software (QuickBook), Tally, or Sage)
- ✓ Excellent command of English and Sinhala

## Administrative Assistant

### Requisite Qualifications

- ✓ G.C.E. A/L qualification with Credit pass for English at G.C.E. O/L
- ✓ 2-3 years of relevant work experience
- ✓ Good Computer skills with typing in English and Sinhala
- ✓ Strong communication and multi-tasking skills
- ✓ Ability to work independently
- ✓ Good Interpersonal skills

### Other Requisites

- ✓ Candidates should possess strong interpersonal skills and ability to work independently in an unsupervised environment as a resourceful and dedicated team member.

Please forward your application together with 2 non-related references.  
Specify the role in the subject line of the e-mail.

**Head of Human Resources**

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