DIMO
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DIESEL & MOTOR ENGINEERING PLC
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29th July 2019

To Whom It May Concern:

This serves to certify that Mr. R. A. K. Ishanka Lankanath Sanjeewa (NIC 832653977V) joined this organization on 01st August 2011 as an Administrative Executive attached to the Commercial Vehicle Service Department Colombo. He was transferred to the TATA Business Support Division formerly known as TATA Vehicle Sales Administration Division on 14th October 2011.
Subsequently he was transferred to the Commercial Vehicle Service Department on 01st June 2015. He was Serving as a Business Analysis Executive at the time of his resignation.

During his tenure as Administrative Executive he was responsible for the following areas of work,

- Confirming the accuracy and compliance of authorizing, Preparing and reviewing of payment vouchers related to TATA Commercial and Passenger service divisions.
- Preparing monthly Incentives for workshop employees.
- Variance analysis & verification of trial balance on a monthly basis for corrective action, for service divisions.
- Circulating and preparing productivity and efficiency reports of the workshop operations.
- Providing Management Information Reports (MIS) through the system, including receivables, payables and Work in progress
    - ➢ Debtors age analysis and allocation of payment from the Sales Ledger module
    - ➢ Analyzing supplier payable accounts and updating them with suitable controlling mechanism in Purchase Ledger module
    - ➢ Analyzing of Work In Progress age for working capital management
- Preparing and circulating daily KPI progress and Performance Dashboards for Management decisions.
- Performance summary reports variances analysing in terms of team performances, branch level and division level achievements for labour turnover, parts turnover, parts profit margins and vehicle model wise, category wise workshop achievement reports.
- Calculating annual budgets and periodic forecasts for service divisions.

Board of Directors: A.R. Pandithage (Chairman & Managing Director), A.G. Pandithage (Group CEO), A. N. Algama, S.C. Algama, M.V. Bandara, Dr. H.C. Cabral, B.C.S.A.P. Gooneratne, A.M. Pandithage, K.W.M. Pushpawela, A.N. Ranasinghe, S.R.W.M.C. Ranawana, R. Seevaratnam, A.D.B. Talwatte

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- Assisting general administration by providing necessary information to comply with Quality Management System and Environment Management System under ISO standards.

As a Business Analysis Executive - He was responsible for Preparing Performance Summaries, Preparing Annual Budgeting for TATA services, P&L monthly variance analysis for TATA services of all branches, Preparation of monthly P&L forecasts for all branches and Analyzing monthly achievements and performances of the branches and identifying areas that need improvement.

He left our services on 13th January 2017 on his own accord and we take this opportunity to wish him success in his future endeavors.

Yours faithfully,

Diesel and Motor Engineering PLC

Dilrukshi Kurukulasuriya
Chief Human Resources Officer