

SUBODHANI JAYAKODI

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WORK EXPERIENCE

- **Packing Helper (Part Time), Nutty Nuts Foodstuff Factory LLC**, Al Quoz, United Arab Emirates(Jan 2023 to Dec 1969)
- **Senior Operations Assistant, SYNERGEN Health (PVT) Ltd**, Nugegoda, Sri Lanka(Dec 2021 to Jan 2023)
- **Cashier cum Customer Assistant, Lanka Sathosa Limited**, Negombo, Sri Lanka(Feb 2020 to Jan 2021)
- **Cashier (Part Time), UNIQUE Pharmacy**, Negombo, Sri Lanka(Oct 2018 to Dec 1969)
- **Customer Assistant, UNIQUE Pharmacy**, Negombo, Sri Lanka(Jan 2016 to Dec 1969)

EDUCATIONAL BACKGROUND

- **University of Peradeniya**, Kandy, **Agricultural Technology and Management**, 2021, Applied Economics and Business Management

SKILLS

- file maintenance
- time management
- data management
- calendar management
- customer relations
- email management
- stock management
- cash handling
- document management systems
- collaboration tools

PERSONAL BACKGROUND

- **Birthday:** - 1994-06-21