

Anjalee Madushika

Henchapola Appuhamilage



Gender : Female
Birthday : 27th Aug 1996
Nationality : Sri Lanka
Visa status : valid until 10th August



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I would describe myself as an energetic, hard working person who has excellent communication skills and enjoy working with others to achieve a certain objective on time and I'm interested in a job, where I can utilize my skills with strong commitment and dedication.

Experience

July 2020- March 2021

Worked as **Administrative Officer & Accounting Assistant** at **Time Zone Business Management Consultancy FZE.**

Responsible for Documents Handling, Mailing and all Accounts Handling on Daily Basis. Managing Telephone Calls and Giving a Good Customer Service was done as job roll.

Quotation and Invoices making.

Petty Cash Handling

Payroll Management

Jan 2020- June 2020

Worked as **Admin Clerk & Accounting** at HamiltN Hotel apartment L.L.C. Ajman, UAE

- Greet clients and visitors with positive and helpful attitude.
- Answering calls in professional manner and routing calls as necessary
- Sorting and distributing mails
- Provide excellent customer service
- Assisting with administrative tasks including copying, faxing, taking notes Etc.

Aug 2019–Nov 2019

Worked as an **Assistant Manager** at Benchmark International Ceylon (Pvt) Ltd and

- Support general manager in managing operations and managing the employees
- Payroll Management
- Petty cash Handling
- Stock Management

June 2017–June 2019

Successfully completed the Internship as **Civil Engineer** at Chengdu Huayang Construction Company Limited.

- Engineering Drawings
- Materials
- Reinforced concrete structure
- Road Engineering
- Bridge Engineering
- Quantity surveyor and safety officer areas were covered by the Internship Program.



Education

Sichuan University, Chengdu, China

Bachelor of Engineering in Civil Engineering

Communication

- Sinhala :- Native Language
- English :- Fluent
- Chinese :- Conversant
- Japanese :- Basic Knowledge
- Hindi :- Basic Knowledge

Core Qualifications and proficiencies

- Engineering Drawing
- Engineering Materials
- Theoretical Mechanics
- Good workload and time management
- Dedicated driven and proactive

Skills

- AutoCAD
- Microsoft
- Technical Skills
- Team Work
- Quick adaptability
- Working under pressure
- Verbal communication skills
- Problem solving skills
- Interpersonal skills
- Multitasking capabilities

Personal Qualities

- Positive attitude towards work and great ability towards result oriented output.
- Excellent Communication/inter personal skills to interact individuals at all levels.

Special Achievement

- Captain of the school Net Ball team in 2013
 - All Island music competition 2nd place in 2012
 - Captain of the Net Ball team of Milo competition 2014
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