

KOMBALA HEWAMANAGE MADUSHI



EDUCATION



G.C.E.A/L

August 2013

Janadhipathi Balika Vidyalaya, Galle, Sri Lanka.

| | |
|------------------|---------------|
| Business Studies | Credit Pass |
| Economics | Credit Pass |
| Accounting | Ordinary Pass |
| General English | Credit Pass |

G.C.E.O/L

December 2010

Janadhipathi Balika Vidyalaya, Galle

| | |
|--------------------|------------------|
| Mathematics | Distinction Pass |
| English Language | Distinction Pass |
| Science | Credit Pass |
| History | Very Good Pass |
| Sinhala Language | Very Good Pass |
| Religion | Distinction Pass |
| Sinhala Literature | Distinction Pass |
| Commerce | Very Good Pass |
| Home-Science | Credit Pass |



EXPERIENCE



- Worked in the Board of Investment of Sri Lanka, at Koggala Export Processing Zone as a Trainee since 03.12.2013 to 01.01.2015.
- Worked in Jetwing Lighthouse Hotel PLC, as a Trainee Hostess since 01.09.2015 to 01.03.2016.
- Worked in ICBT Campus ,Matara as a Library Assistant since 2016.05.01 to 2017.01.01.
- Worked in Indra Traders Pvt Ltd , Matara branch since 2017.01.09 to 2022.04.30 as a Multy Duty Clerk.
- Worked as a Junior Executive Assistant at CBC Finance Ltd. since 2021.05.04 to 2022.10.30.



OBJECTIVE

To pursue a career in an organization through expertise and dedication towards the organization's Vision. Seeking a job to gain a valuable experience to my career and to give the best of my effort with my knowledge.

CONTACT DETAILS



+971 56 243 8414



k.h.madushi@gmail.com



Al Maqta Area, Abu Dhabi, UAE.



Skills & Competencies

- Rapid learner with the ability to work as a team member in effective leadership.
- Excellent communication and presentation skills in English, Sinhala
- An effect, analytical, positive thinking self-motivated person with the proven capability to meet deadlines, and the initiative to make decisions & concepts.
- Superior at team work.
- I followed a course for MS office package (MS Word, Excel, PowerPoint & Access)



Professional Qualifications

- Successfully completed 06 months Course on office work at Sri Lanka Institute of Information Technology, Matara 2013.
- Completed the English for Carrier's certificate level course in the University of Ruhuna.



PERSONAL INFO

| | |
|------------------------|--------------------|
| Name | Madushi Hewamanage |
| Date of birth | 03/12/1994 |
| Gender | Female |
| Maritual status | Single |
| Nic no | 199483803519 |
| Nationality | Sri Lankan |

I hereby certify that the above details furnished by me are true and correct to the best of my knowledge.

Madushi Hewamanage

LANGUAGE

ENGLISH

SINHALA

Other Relevant Details

- Was a prefect during my school life
- Was a member of First Aid Unit

REFERENCES

Mr. Indika Nanayakkara

Credit & Marketing Manager,
CBC Finance Pvt Ltd.,
No 161A 1/1,
Anagarika Darmapala Mw,Matara.

Tel: 077-1088385

Mr. Suminda Amarasooriya

Regional Manager,
Indra Traders Pvt Ltd.
No.153,
Galle Rd,
Matara.

Tel: 077-3857401