

# 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

## 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.



## 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.



## 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

<b>Name</b>	Madushi Hewamanage
<b>Date of birth</b>	03/12/1994
<b>Gender</b>	Female
<b>Maritual status</b>	Single
<b>Nic no</b>	199483803519
<b>Nationality</b>	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