

# Anjalee Madushika

## Henchapola Appuhamilage



Gender : Female  
Birthday : 27<sup>th</sup> Aug 1996  
Nationality : Sri Lanka  
Visa status : valid until 10<sup>th</sup> 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 Hamiltan 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                | • Verbal communication skills |
| • Microsoft              | • Problem solving skills      |
| • Technical Skills       | • Interpersonal skills        |
| • Team Work              | • Multitasking capabilities   |
| • Quick adaptability     |                               |
| • Working under pressure |                               |

## 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 2<sup>nd</sup> place in 2012
  - Captain of the Net Ball team of Milo competition 2014
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