**CURRICULUM**

**VITAE**

D.MADUSHA BERNADETH

SOLANGAARACHCHI

ABU DHABI,UAE

MOB:0567909273

HOME:+971562059202

EMAIL:nethumadusha@gmail.com

***P0ST APPLIED FOR ANY SUITABLE JOB***

**OBJECTIVES**

To contribute in growth and profitability of the organization by providing efficient to all internal and external customer and to ensure smooth and uninterrupted of work by ensuring availability of right quality of service (in terms of services)at the right at optimum cost.

**SKILLS**

\*EXCELLENT ABILITY TO READ, UNDERSTAND AND FALLOW THE SAFETY PROCEDURES.

\*ABLE TO PLAN AND SCHEDULE NEW TECHNIQUES.

\*VERY GOOD COORDINATING AND ORGANIZING AND SERVICES.

\*GOOD KNOWLEDGE OF EQUIPMENT, SUPPLIES AND SERVICES.

\*VERY GOOD KNOWLEDGE IN OFFICE ASSISTANT JOBS.

**WORK EXPERIENCE**

Company : Villa Palma Restaurant

Designation : Waiter

Duration : 2018 January 02 to 2018 December 27

Company : LB Finance

Designation : Telephone operator

Duration : 2017 March 01 to 2017 December 21

Company : Jayoda Online Advertising Firm

Designation : Office Assistant

Duration : 2016 January 24 to 2017 February 02

**JOB SKILLS**

\*Disseminating details through phone fax and email.

\*Organizing and keeping files and handling projects.

\* Answering and forwarding phone call, and taking messages.

\*Providing details to phone callers, and office visitors.

\*Monitoring the use of devices and supplies within the workplace.

\*Dealing with inquiries or needs from the visitors and workers.

\*Coordinating the maintenance and repair of devices for the workplace.

\*Assisting management personal in wide variety of workplace responsibilities.

\*Collecting ad distributing couriers or packages among workers and starting and searching messages.

\*Training new personnel regarding the workplace office responsibilities, when needed.

\*Helping the associate, staff, or other management staff in doing their responsibilities.

\*Cooperating with work place personnel to maintain proper connection and friendly environment within the office.

**EDUCATION QUALIFICATION**

\*Passed G.C.E. Ordinary Level (2012)

\*Passed G.C.E. Advance Level (2015)

**OTHER ARCHIEVEMENT**

Successfully completed English Course in certificate level in Oxford College ay Ja-Ela

Followed Human Resource Management Course in Best Academy of Professional

Followed Food and Beverages course in Swiss Lanka hotel school Sri Lanka

**PERSONAL DETAILS**

Nationality : Sri Lanka

Date of Birth : 23.03.1995

Gender : Female

Marital Status : Single

Language Know : English and Sinhala

School Attended : Mary Immaculate Convent, Sri Lanka

Visa Status : Visit visa (January 24 to March 20)

**NON-RELATED REFERENCE**

**Mr. A. Ians Fernando**

Recovery Executive

LB Finance,

Ja ela .

Contact No. 011-2229820

E-mail: [arjuna@lbfinance.lk](mailto:arjuna@lbfinance.lk)

***In the event of my being selected, I will perform my duties to the best of my ability.***

Thank you,

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***Madusha Bernadeth Date.***