R. PRABATH MADUSHANKA
FREELANCER

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✉ prabath.rg@gmail.com

📅 08/07/1986

📍 360, Gamameda Rd, Thudella, Ja-Ela, Sri Lanka

EDUCATION

Graphic Designing Master Course (online)
Evotech Educational Center
Distinction Pass
2021

Computer Aided Draughting using AutoCAD 2007
CAD/CAM/CAE Centre,
University of Moratuwa, Sri Lanka
2008

Machinist (General)
KRAMSKI Training Centre,
Katunayake, Sri Lanka
2nd Division Pass
2007 - 2009 (2year full time)

Computer Applications Assistant (NVQ Level 3)
Vocational Training Authority of Sri Lanka
2006

English for Communication Examination
English Language Improvement Centre - (Merit Pass)
2002

Certificate in Computer Programming (Basic Level)
TEC Sri Lanka (Distinction Pass)
2001-2002

SKILLS

Microsoft Office
Organization
Attention to Detail
Communication
Multitasking

WORK EXPERIENCE

FREELANCE GRAPHIC DESIGNER, VIDEO EDITOR, AND MS-OFFICE SPECIALIST
2021-Present

Upwork.com | Online

- **Graphic Designing:** Photo editing, creating graphic elements like posts, thumbnails and banners for social media platforms, Logo designing, etc.
- **Video Editing:** Creating promotional videos, tutorials, and social media content.
- **MS-Office:** Providing advanced MS-Office services, including data analysis with Excel, professional presentations with PowerPoint, and document formatting in Word.

PROCESS PLANNER
2015 - 2022

KRAMSKI LANKA PVT LTD | www.kramski.com

Planning manufacturing jobs, Conducting capacity planning for each manufacturing sections, Maintaining spare part inventory, Analyzing capacity against time and preparing reports.

PROJECT & SALES ASSISTANT
2010 - 2015

KRAMSKI LANKA PVT LTD | www.kramski.com

Supporting to sales engineer to create quotation. Time estimating, mechanical drawings, Maintain data of sales department.

TRAINEE MACHINIST
2009 - 2010

KRAMSKI LANKA PVT LTD | www.kramski.com

Working with Tool shop processes such as milling, Lathe, grinding, EDM and WEDM, etc.

OFFICE ASSISTANT
2006

Ceylon Electricity Board - Apprenticeship

Word processing and data processing using MS-Office.

LANGUAGES

English
Sinhalese