

**No.08 National Houses**

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| **Dhanushka Lakmali Opatha** | **Paradise Junction Kuruwita**  **Ratnapura Sabaragamuwa Srilanka**  **+94713330914 (Mobile)**  **Email -** [**dhanuopatha89@gmail.com**](mailto:dhanuopatha89@gmail.com)  **Skype ID – dhanu.opatha** |

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| **Resume Summary** | | | | | |
| **Resume Title** | | **Assistant Manager - 3 years experience in administration, supervising, data entry, documentation** | | |  |
| **Years of Work Experience** | | **3 years & 5 months** | | |
| **Job Function** | | **Assistant Manager (Wholesale Distribution)** | | |
| **Industry Sector** | | **Trading and Distribution** | | |
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| **Personal Particulars** | | | | | |
| **Gender Female** | | |
| **Age 24** | | |
| **Date of birth 30th of June 1989** | | |
| **Nationality Sri Lankan** | | |
| **Marital Status Married** | | |
| **Living Location Kuruwita, Ratnapura** | | |
| **Postal Code 70000** | | |
| **Religion Buddhism** | | |
| **NIC/Passport Number 896823990v/N1148662** | | |
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| |  | | --- | | **Education** | | **Lyceum International School, G.C.E. Advanced Level , 2006 - 2008** | | **Ceylinco Sussex College, G.C.E. O/L & London Edexcel O/L , 1994 - 2006** | | | |  | | |
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| |  | | --- | | **OTHER QUALIFICATIONS** |   **Amazon Lanka, Certificate in Internet & E-Commerce , 2012 – 2012**  **ACBT Campus, Certificate Course in IT & Engineering , 2009 – 2009** | | | | | |
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| |  | | --- | | **Work Experience** | | * **Previous Employment (2010 September – 2013 June)**  |  |  | | --- | --- | | **U.N. Marketing (PVT) Ltd Assistant Manager(Wholesale Distribution)** |  | | **I have a good experience in supervising and managing the office staff as well as the minor staff by working as an Assistant Manager in a soft drink distributing agency. I am experienced in documentation, administration, data entry work, creating the monthly P&L statements, checking the invoices and preparing daily cash and cheques to the bank. I managed and supervised the stock of goods. I checked the credit bills and the market sales. I handled the Petty Cash and I am able to fill and complete the Sales and Stock books. I also have a good knowledge in scanning, fax and photocopy.** |  | | **I have a good team work spirit and I have good organizational skills. I organized events and functions during my stay.** | | | | | | | | |

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| * **Current Employment (2013 June – Present)**   **A&R Distributors (PVT) Ltd (Authorized Dealer for Millers Brewery Limited)**  **Accounts & Admin Executive** | |
| **Currently I am employed as an Accounts & Admin Executive in a beer distribution agency. I am well experienced in administration, supervising, data entry and documentation. I check the daily invoices and sales. I handle the Petty Cash and create the monthly P&L Statements. I also check the monthly bank statements. I fill and complete the Sales and Stock Books.**   |  | | --- | | **Skills** | | |  |  | | --- | --- | | * **Excellent Managerial, Organizational, Supervising and Administrating Skills** * **Computer Proficiency (MS Word, Excel, Internet & Email)** * **Data Entry** * **Fluent in English & Sinhala** * **Telephone Answering** * **Word Processing and Typing (speed of 45-50 words per minute)** * **Filing, scanning, fax, photocopy** |  | |  |  | | --- | | **Referees** | | **Gamini Prasanna Lionel Gunawardhana**  **General Manager Head of Sales Operation**  **U.N. Marketing (PVT) LTD Millers Brewery Limited**  **No 18, Bandarawatta Black Pearl Estate**  **Edandawala Watareka**  **Kuruwita Meegoda**  **Sri Lanka Sri Lanka**  **+94452263953 +94773357992**  **gamini@unmarketing.lk** [**lionel.g@cargillsceylon.com**](mailto:lionel.g@cargillsceylon.com)  **I hereby certify that the above mentioned particulars are true and accurate to the best of my knowledge.** | |  | |  | |  |

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