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| Curriculum Vitae  **MADHUSHA EGODA GAMAGE** | |
| **RESIDENCE:-**  No. 97/2,  GAMA IMA ROAD,  HOKANDARA SOUTH,  HOKANDARA. | **CONTACT:-**  Mobile :- 077-8681034  Email :- madhu\_eg@yahoo.com |

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| ***OBJECTIVES*** |  |

TO FACE CHALLENGES AND OPPORTUNITY TO DISCOVER NEW THINGS TO MAKE STRONG ROOT OF SUCCESS WITH MY COMPETENCE,SKILL,EDUCATION USE TO IMPROVE MY EXPERIENCE AND SHARE THEM TOGETHER.

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| ***QUALIFICATIONS*** |  |

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| **WORKING EXPERIENCE**  **PROFESIONAL QUALIFICATION**  **ACADEMIC QUALIFICATION** | * Working as an **Accounts Assistant/ HR Assistant**at **Quikpak (Pvt) Ltd** from **21st July 2011** to date.   ***Duties:-***  ***Accounts Assistant:***   * Handling Main Cash * Handling Petty Cash * Updating all the Sales Invoices * Handling Company Payments * Banking Activities * Maintaining GRN / GTN * Internal Order Handling   ***HR Assistant:***   * Preparing Salary * Handling Staff Meetings * Handling 1st interview of labours * Handling Labour’s Problems * Handling labour’s safety & Company Safety Activities * Handling Employee’s Attendance (Bio Star V1.6)   + Worked as a **Graphic Designer/ Computer Operator Executive**at **GMIC Health Care (Pvt) Ltd** from **21st May 2009 to 28th March 2011.**   ***Duties:-***   * Handled Petty Cash * Prepared Salary * Updated all the Monthly Expenses * Updated All the Sales Invoice (Quick Book) * Debtors Reconciliation (Outstanding List) * Handled company payments &dealed with banks. * Prepared Stock, Debtors & Creditors Expenses reports to theManagement. * Done Company Graphic Design Works. * Worked as a Computer Operator   + Worked as a Trainee Computer Operator at **Ministry of Highways & Road Development - from 27th December 2007 to 19th May 2009.** * **Successfully completed the Advance Diploma in Management Course at Aquinas University Collage - Colombo 08.**   ***Contents***   * A brief Discussion on Small Growth Organization * Strategic Planning * Task and Principles of Organizations * Lining and Staffing Organizations * Effective Communication * Change Management * Levels of Strategies * Customer Analysis * Advertising, Sales Promotions; PR Building Campaign * Personal Selling * Repositioning Strategies * Implementation of Strategic HR * Slating Levels * Strategic Management * Forecasting Tools * Case Study Individual Presentation * Identifications of Sources of Competitive Advantage * Evaluation of “The Ability to Execute a Strategy can be more Important than the Strategy itself * Innovations * Strategic Ware out * Competitive Strategies * How a Competitive Analysis Could be used to Enhance Strategic Decision Making * **Successfully completed the Diploma in Human Resource Management Course at Aquinas University Collage - Colombo 08.**   ***Contents***   * The Development Opportunities of Management and Employees Management * The Nature of Human Resource * The Development of Human Resources * The Leadership and the Style of Leadership Qualities * Decision Making and Planning * Human Planning * Organization of Human Resources * Job Development * Motivations * Work Study, Job Decisions and Centralization * Evaluation of Work of Employees and Remunerations, Perk etc.. * The Operational Legislation on Employers and Employees in Sri Lanka * Value Chain * Social Responsibilities of Organizations Interpersonal Communications/ Interpersonal Relationship * Business Environment (Micro / Macro Conditioning) * Labor Law * **Successfully completed the Certificate Course of Computer Studiesat Vocational Training Center - Dehiwala (affiliated to the National Youth Services Council)­­**   ***Contents***   * Introduction to Computers * Numbering Systems and Logic Gate * Windows XP * MS-Word XP * MS-Excel XP * MS-Power Point XP * MS-Access * Create Electronic Files (CD Burning, Scanning) * Internet & E-mail * HTML * **Successfully completed the Certificate Course of Graphic Designing at Vocational Training Center - Dehiwala (affiliated to the National Youth Services Council)­­**   ***Contents***   * Adobe Photoshop CS * Adobe Page Maker 7.0 * Corel Draw 13.0 * Illustrator CS 2 * **2007 G.C.E. (A/L) Examination - Index No. 4202775**   **(AnandaMahaVidyalaya - Pannipitiya)**  **Subject Grade**  Logic & Sci. B  Sinhala C  Geography C   * **2004 G.C.E (O/L) Examination - Index No. 44789106**   **(AnandaMahaVidyalaya - Kottawa)**  **Subject Grade**  Mathematics C   * **2003 G.C.E (O/L) Examination - Index No. 30267234**   **(Kottawa North DharmapalaVidyalaya - Pannipitiya)**  **Subject Grade**  English C  Sinhala C  Mathematics S  Science S  Buddhism S  Social Studies S  Dancing S  Sinhala Lit. S  Geography S  Home Science S |
| |  | | --- | | 1992-2003KOTTAWA NORTH DHARMAPALA VIDYALAYA  2004-2007 KOTTAWA ANANDA MAHA VIDYALAYA | | |

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| ***SCHOOL ATTENDED*** |  |

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| ***OTHER ACHIEVEMENTS*** |  |

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| * MEMBER OF SCHOOL DANCING TEAM – KOTTAWA NORTH DHARMAPALA VIDYALAYA, (2000 - 2003) |

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| ***PERSONAL INFORMATION*** |  |

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| **Full Name** | MadhushaEgodaGamage |
| **Date of Birth** | 23rdMay 1987 |
| **Gender** | Female |
| **Marital Status** | Single |
| **Nationality** | Sri Lankan |
| **Religion** | Buddhist |
| **N.I.C No** | 876442280V |
| **E-mail address** | madhu\_eg@yahoo.com |

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| ***REFREES*** |  |

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| MR. SAMITH N. MALLIKARACHCHI  HUMAN RESOURCES MANAGER  LALANKA WATER MANAGEMENT  NO. 13/3, SRI DHARMARAMA ROAD  RATHMALANA | MRS. KANTHI BALASOORIYA  EXECUTIVE OFFICER  SAMPATH BANK  NUGEGODA. |
| Tel : 077-3497408 / 0777301060 | Tel : 077-9155033 |

I do here by certify that above information are correct according to the best of my knowledge and belief. Permission is given to your organization to make such investigations as necessary on the information given above.

Date: ......................... ......................................

MadhushaEgodaGamage

dear sir,  
i'm seeking a hr executive, hr assistant, administration or management job around colombo. ( homagama, maharagama, piliyandala, nugegoda, nawala, kirulapona, colombo 2,3,4 etc..)herewith i,m sending my cv. please help me to get find a job. i'm highly appriciate youre support. contact me via 0778681034.  
  
thank you  
yours  
truly  
madhusha egoda gamage.