****

M.G Nadeeka Amarasooriya

No 180/1, Rambukkana Road,

Galagedara.

Kandy.

Contact Number : 0783937744/0777005270

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CAREERS GOAL

To obtain a meaningful and challenging position that enable to develop my skills and competences in the organizational environment.

PERSONAL DETAILS

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NAME WITH FULL :- M. G Nadeeka Amarasooriya

DATE OF BIRTH :- 03- April -1981

NATIONALITY :- Sri Lankan

NIC NO :- 815942930V

GENDER :- Female

MARITAL STATUS :- Single

SCHOOL ATTENDED :- Sujatha Balika Girls’ National college – Kandy

EDUCATIONAL QUALIFICATIONS

GENERAL CERTIFICATE OF EDUCATION ( G.C.E ADVANCE LEVEL ) EXAMINATION - AUGEST - 2005

Sinhala - B

Buddhist civilization - C

Economics - S

English - S

GENERAL CERTIFICATE OF EDUCATION ( G.C.E ORDINARY LEVEL ) EXAMINATION –– DECEMBER 2007/2008

|  |  |  |  |
| --- | --- | --- | --- |
| SUBJECT 2007 | GRADE | SUBJECT 2007 | GRADE |
| Sinhala | D | Commerce | S |
| English | C | Mathematics | S |
| Buddhism | C | Science | S |
| Social Studies | C | Arts | S |
|  |  | English Optional | D |

|  |  |
| --- | --- |
| SUBJECT | GRADE |
| English Language | A |
| English Literature | B |

EXTRA CURRICULAR ACTIVITIES

* Successfully completed one year English diploma course in JMC and obtained ‘B’
* Senior school prefect
* Secretary of the English literary association in the school in 2000 to 2001
* Successfully completed International Computer Driving License ( ICDL) In IDM

( word, excel, Access, Power point, Internet )

* Successfully completed a Computer course MS office 2003 / 2007/2010

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| --- |
| FOLLOWINGS |

* Following the Bachelor of Information Technology ( BIT) Degree in the University of Colombo
* Following CCHRM Course in IPM Colombo

WORKING EXPERIENCE

* Worked as a computer machine operator in Innovative Knit wear PVT Ltd Kandy . ( 02 years and 04 months working experience)
* Presently working as the account assistant and import assistant in Advance Engineers International (PVT) Ltd at Nugegoda since 12/ August /2011

**Area that is covering**

* Coordinating all the inner and outer arrangements in the company
* Assist in formulating the company's future direction and supporting tactical initiatives
* Develop performance measures that support the company's strategic direction
* Coordinate the development and monitoring of budgets.   
  Operations
* Oversee the company's transaction processing systems
* Oversee employee benefit plans  
  Financial Information
* Oversee the issuance of financial information
* Serve as final point of escalation for Accounts Receivable/Accounts Payable issues
* Coordinate with external auditors and investigate their findings and recommendations Funding
* Monitor cash balances and cash forecasts
* Maintain banking relationships
* Represent the company with investment bankers and investors
* Maintain Petty Cash Handling
* Bank documents handling
* Cheque payments handling (issue and collect)
* Invoices Handling (VAT & Cash Invoices petty cash, payment receipt, GRN note etc )
* GRN documents handling
* Salary payments handling
* VAT,NBT,EPF.ETF handling ( Taxes)

IMPORTS AREA

* Imports documentation handling
* Tariff Calculating for import machines ( preparing Quotations, Handling Performa invoices, commercial invoices, bill of lading for shipments)
* Handling Custom document regarding the shipping ( TT Transfer, LC open Performa invoices, pay order preparing for the custom handling with international department of the Bank)
* Contact with foreign Byers and customers
* Deals with local Byers and customers
* Updating all company e mail accounts and reply for all
* Preparing Quotation for customers’ requirements

**HUMAN RESOURSE AREA**

Recruitment -   
1. Job Description,   
2. Identify the Competencies required,  
3.Coordinate the interview with the respective department and  
. If selected, complete the documentation .  
  
Operations -   
  
1. Joining formalities.  
2. Handling Employee Database (Both in Soft Form and Files Management)  
3. Leaves and Attendance Management  
4. Handling the payroll  
5. Managing advance Salary, Bonuses, Loans, Advance   
6. Aware of interviewed person by calling and mailing  
7. Full and Final Settlement  
  
Employee Relation -   
  
1) Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.

2) explain the various policies, strategies and benefits to employees.

3) stop all type of rumors and misleading communications.

4) motivate the employees on day-to-day basis.

5)Preparation of EPF, ETT, gratuity & any other statutory compliance

6)Preparation the attendance & leave records using company HRIS system & prepare statistical graphs

PROFESSIONAL PROFILE

* Excellent analytical and problem solving skills.
* Ability to make decision and complete work on schedule.
* Ability to work independently as well as a team.
* Strong leadership qualities.
* Effective communications skills
* Strategic thinking and planning skills
* Leadership and motivation skills
* Self-confidence

TWO NON RELATED REFREES

1. Mr Wimal De Silva 02. K.K.I Ayesha Kumara

Assistant Manager Major CLLI

Civil Engineering Chief Instructor(English Teacher) Milco (PVT) Ltd Diyatalawa Training School

Narahenpita Sri Lanka Army

Colombo 05.

Contact No - Office : 011-5745729 Contact no - 077-3085407

Mob : 0713284136

I do here by declare furnished by me are true and accurate to the best of my knowledge

**M.G.N Amarasooriya**

**Date : Signature**

**Of The Applicant**