



A.P. Madusha Dilhan

Administrative Assistant

A dedicated and proactive individual with over two years of international working experience in Kenya. Having completed my educations in Sri Lanka, I am eager to apply my strong adaptable nature and multi-cultural exposure to administrative roles. I excel in challenging environments and eager to



madusha.officialmail@gmail.com



+971 524 500 742



Al satwa, Dubai

SKILLS

Organizational Skills

Attention to Detail

Communication

Problem-Solving skills

Adaptability

Technical Proficiency

Interpersonal Skills

Time Management

Emotional Intelligence

Computer Literacy

Adobe Photoshop

LANGUAGES

English
Native or Bilingual Proficiency

Sinhala
Native or Bilingual Proficiency

PROFILE

Nationality: Sri Lankan

Visa Status: Visit Visa

Date of Birth: 10/07/2002

Marital Status: Single

EDUCATION

Diploma in Computer Science

Fusion Education

2019 - 2020

Microsoft Office Specialist (MOS)

Institution/Place of Education

2018

GCE O/Ls

Ch/Karukkuwa Sugathananda National School

2018

WORK EXPERIENCE

Trainee Administrative

Mayleen Corporation

03/2021 - 03/2023

Nairobi, Kenya

Achievements/Tasks

- ▣ **Document Management:** Prepared and maintained a variety of administrative documents, ensuring accuracy and organization.
- ▣ **Inventory Control:** Managed inventory levels of office supplies and stationery, placing orders as needed.
- ▣ **Supplier Relations:** Liaised with suppliers to procure necessary materials and services.
- ▣ **Payroll Management:** Assisted in the payroll process for interns, ensuring timely and accurate payments.
- ▣ **Event Coordination:** Supported in the planning and execution of various events, including coordinating logistics and participant engagement.
- ▣ **Travel Coordination:** Assisted in booking airline tickets and creating itineraries for international team members, ensuring smooth travel arrangements.

TOOLS

Microsoft Office package and Google Workspace

Adobe Photoshop

EXTRA-CURRICULAR ACTIVITIES

Member of St. John Ambulance Sri Lanka (Certified in First Aid and Caring).

Participated in school house meet and won prizes in shot put and flying disk.

Member of the School Volleyball team.