



Ayesh Madhushara

Office Assistant

The individual seeks a challenging , team-oriented, innovative and accountable position within a forward-thinking ,leading establishment, focusing on growth and success , demonstrating a strong commitment to sharing knowledge.

Contact

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Email

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Address

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Linkedin

Ayesh Madhushara

Education

2020 - 2022

Diploma in specialization in Textile Technology

Sri Lanka Institute of Textile & Apparel

2020

Advanced Certificate Course In Txtile & Apparel Technology

Sri Lanka Institute of Textile & Apparel

2017

Certificate Course in IT Application

Sri Lanka Institute of Information Technology

Expertise

- Office Administration & Organization
- Document & Records Management
- Calendar & Schedule Coordination
- Client & Visitor Assistance
- Data Entry & Filing
- Basic Bookkeeping
- Communication
- Team Work
- Management Skills
- Multitasking

Language

- English
- Sinhala
- Hindi

Experience

2023 - Present

Office Assistant

Millennium Fashion Industries Limited, Sharjah, United Arab Emirates

key Function

- Maintained organization in a busy office and assisted five associates in ways that streamlined procedures for improved efficiency.
- Sorted and distributed office communications in a timely manner.
- Monitored office supplies, managed orders, and communicated with vendors to build dependable relationships and prevent stock shortfalls.
- Assisted the head of accounting with various bookkeeping tasks, data entry and report preparation.
- Implemented efficient target mark system for the production team to achieve a 20% reduction in paper usage.
- Maintained cleanliness of office environment and managed the conference room.

2022 - 2023

Data Entry Operator

Crystal Martin Ceylon (Private) Limited, Katunayaka, Sri Lanka

key Function

- Prepare, compile and sort documents for data entry.
- Verify and log the data input by ensuring its accuracy and completeness
- Maintain a satisfactory level of quality and productivity per company standards.
- Analyze and monitor data management projects.
- Respond requires for information and access relevant files.

2017-2020

Administration Assistant & Event Coordinator

Flower Bee Event (PVT) Ltd ,Rathmalana, Sri Lanka.

key Function

- Administrative Support & Petty cash Handling
- Communication
- Record-keeping & Document Handling.
- Human Resources & Active Payroll.
- Event Coordinating.
- Logistic Management & Marketing.
- On-site Management & Post Event Evaluation

Reference

Sampath Fernando Manager

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