



Maduka Nilushi

Administration Clerk, Admin Assistant & Account Assistant, Computer Operator

Skilled office worker versed in sorting, classifying and filing documentation. Easily handles repetitive, methodical work. Dedicated to helping staff with administrative needs and consistently meeting deadlines.



kamnilushi@gmail.com



0553404653



Palm Jumeirah, United Arabi Emirates

SKILLS

Nursery Teaching

Primary Teaching

Communication

Team Work

Art and Handwork

Playing Keyboard

Singing

LANGUAGES

English

Full Professional Proficiency

EDUCATION

BA (HONS) in Arts

University Of Sri Jayaewardenapura

07/2016 - 03/2021

Sri Lanka

Courses

- Arts

Diploma In ICT

Esoft Metro Campus

09/2012 - 09/2013

Sri lanka

Courses

- Diploma In ICT

Diploma In HRM

IPM - Sri lanka

08/2023 - Present

Sri lanka

Courses

- Diploma in HRM

WORK EXPERIENCE

Administration Clerk

Cargills Ceylon PLC

10/2020 - 12/2023

Sri lanka

Achievements/Tasks

- Managed office supply inventory, performing stock take duties and ordering additional supplies on [Timeframe] basis to exceed staff members' needs.
- Prepared invoices based on contract terms and distributed to customers.
- Documented financial transactions and classified each with correct code.
- Maintained All the Word and Excel Documents.
- Compiled and analysed data using Microsoft Excel and Access.Wrote reports and correspondence from dictation and handwritten notes.

Admin Assistant / Account Assistant /Computer Operator

Cargills Ceylon PLC

08/2018 - 10/2020

Sri Lanka

Achievements/Tasks

- Displayed strong customer service skills with professional telephone manner to resolve customer enquiries.
- Maintained office files in both electronic and hard copies.
- Verified documents and associated records to catch and resolve discrepancies.
- Accurately tracked tax, invoicing and budget information using QuickBooks.
- Managed clerical needs of employees, including administrative support, file management and stationery supplies.
- Oversaw accessible, functional archiving process for Account documentation.