



R.MALKI LOKULIYANA

WORKING EXPERIENCE

Designation Accounts Assistant
Duration January 2017-April 2017
Duties Performing basic office tasks such as filling, data entry
Answering phones, processing the email.
Handling communication with clients and vendors via phones
Email and in person.
Processing transactions issuing cheques and updating
Ledgers, processing bills.

Designation Document Controller / Cashier
Duration June 2023
Duties Print and distribute documents as needs
Scan and upload documents according to company
Procedure
Department Set up copy, scan and store
Manage the processes around documentation within
the Organization
Sort, count and wrap coins and currency
Process returns and exchange
Maintain correct cash balance at cash registers
Provides quality products, excellent service And a friendly
atmosphere for all customers.

Designation Class Admin Staff Assistant
Duration July 2023 - February 2024
Duties Assisted Teachers with Disciplinary Action.
Responsible For Monitoring Hallways and Classrooms to Ensure A
Safe Environment For The Students
Wipe Down Table and the Floor
Provided Individualized Supports, Supervision, And Instruction
To Various Student.
Assist Staff and Faculty in Providing a Quality Learning
Environment.

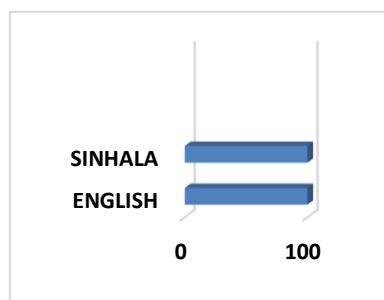
OBJECTIVE

To obtain a responsible and challenging position with a progressive firm and actively participate in the company operation in which I can contribute and impart my knowledge and skills.

INFORMATION

Date of Birth : 02-06-2000
Nationality : Sri Lankan
Marital Status : Single
Religions : Buddhism
Visa Status : Visit Visa

LANGUAGE



STRENGTHS

- ∞ Challenge Bearing
- ∞ Leadership
- ∞ Organizing
- ∞ Duty Consciousness
- ∞ Optimistic & Realistic
- ∞ Teamwork and Group Participation
- ∞ Innovative and Creative
- ∞ Multitasking
- ∞ Handling Pressure

EDUCATION

- **December 2016** G.C.E. Ordinary Level In G/Prajapathi Girls College
- **August 2019** G.C.E. Advance Level In G/Prajapathi Girls College
- **September 2020** ICT NVQ Level 04 Course
- **Following Higher National Diploma in MANAGEMENT (SLIATE)**

CONTACT

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