



## Contact

### Phone

+971 55 948 5292

### Email

sanduni1992326@gmail.com

### Address

1-7 Building, 704 Apartment,  
Al Khail Gate , Al Qouz, Dubai ,  
UAE.

## My Profile

Full Name : Sanduni Udayangani  
Narasinghage

Date of Birth : 26/03/1992

Gender : Female

Marital Status : Married

Nationality : Sri Lankan

Visa Status : Freelance Visa

## Education

- Bachelor of Business Management (Human Resource) Sp., University of Kelaniya, Sri Lanka
- Dip in Counseling, Sri Lanka
- Certificate in IT, Sri Lanka

## Expertise

- Hands-on experience in MS Office (Excel, Word, PPT, Access, Outlook)
- Ability to adopt environment
- Hard Working
- Team Leadership
- Self-motivated

## Language

English

Sinhala

## Reference

Upon on request

# Sanduni Udayangani

Admin & HR Assistant/ Accounts Assistant/ Cashier/ Data entry

## Summary

I am a dedicated team worker with innovative thinking and creativity. I am committed to working hard to contribute to achieving organizational goals. I am a fast learner and my skills will make me a valuable asset to your company.

## Experience

Jul 2024 - Oct 2024

Kunooz Nursery, Ajman

### Office Coordinator

- Maintain, update and initiate actions of regular nursery calendar events
- Act as reception for office by answering telephone, providing information, scheduling appointments and greeting visitors
- Maintain nursery database management

Nov 2023 - May 2024

Sorazz, Sharjah

### Data Entry Operator

- Prepare, compile, and sort documents for data entry
- Verify and log the data input by ensuring its accuracy and completeness
- Transfer information from paper to digital formats using a range of transcription tools
- Perform high-volume data entry using word processing, spreadsheets, databases, and other computer software
- Perform regular data backups to prevent data loss

Feb 2023 - Aug 2023

RS Real Estate, Business Bay, Dubai

### Portfolio Manager

- Provides advertising assistance by creating social media blogs for the sales associates as requested.
- Accompany groups during property visits and inspections.
- Do sales calls for prospective clients.

Jan 2020 - Nov 2022

Divisional Council, Tissamaharama, Sri Lanka

### Accountants Assistant

- Post of month-end and year-end journal entries
- Update general ledger
- Prepare Bank reconciliations
- Prepare Annual financial statements (Income statement, Balance sheet, Cash flow statement)
- Verifying all transactions are recorded correctly
- Issue cheques and maintain cash availability

Mar 2019 - Dec 2019

Divisional Council, Tissamaharama, Sri Lanka

### Cashier

- Maintain cash controls and deposit all received cash to the bank within 24 hours
- Maintain correct cash balances at the cash register
- Sort, count, and wrap coins and currency
- Managing petty cash by recording all transactions
- Communicate company policies and procedures to customers

Jul 2017 - Mar 2019

IARS, University of Colombo, Sri Lanka

### HR and Administrative Assistant

- Assisting the hiring process (Schedule job interviews)
- Maintaining employees' personal records
- Update internal database with new hire information
- Respond to employees' queries about HR related issues
- Absence management (Record all absence and medical certificates on the HR system)
- Assist the payroll department by providing relevant employee information (Leave)

Jan 2017 - Jul 2017

Sanken Construction (Pvt) Ltd., Colombo, Sri Lanka

### Procurement and Purchasing Assistant

- Research potential vendors
- Make comparison with market trends and negotiate for better price
- Issue purchase orders to suppliers and prepare payment vouchers
- Track orders and ensure timely delivery
- Ensure goods received are not damaged
- Conducting procurement process
- Maintaining documents of capital works