

# VICHITHRA MADHUSHANI

Email : thebuwanav@gmail.com  
Mobile No : +971 56 765 0216  
Visa Status : Vsit Visa  
Address : Industrial Area 15, Muweilah, Sharjah



## SUMMARY

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Results -driven finance and Admin professional with expertise in accounting, Administration and customer support in the Import, Export and Barcode printing sectors. Proven ability to manage accounts , streamline invoice processes, Receivable, Payable, Bank transactions and reconciliation and provide exceptional customer service. Adept at resolving technical issues, handling billing inquiries and fostering positive client relationship to enhance satisfaction and loyalty.

## INTERPERSONAL SKILLS

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Team work and Communication	Analytical skills
Time Management	Customer coordination
Decision Making	Multitasking
Problem Solving	Worked hard
Passion to learn	Ability to work under pressure
Quick learning	Negotiation

## WORK EXPERIENCE

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### Accounts & Admin Assistant

**December 2020 - December 2024**

#### Ceylon Barcode Pvt Ltd , Godagama, Sri Lanka

- Answered and directed phone calls, emails and packages to appropriate departments.
- Welcomed and assisted visitors,Customers, suppliers ensuring a professional and friendly first impression.
- Processed paperwork, managed filing systems, and performed data entry.
- Handled and assisted office administrative duties like scheduling, correspondence, meeting, interviews.
- Coordinated with internal departments to ensure smooth office operations.
- Handled and distributed office supplies and inventory.
- Maintained and managed cash expenses and petty cash expenses. (import/export/other)
- Prepared and processed all bank transaction. (TT/cheque/ online)
- Maintained and updated Vendors and Customers database and records.
- Maintained and updated accurate date and created reports.(Financial/Administrative)

## Account Clerk

July 2019 – Feb 2020

### Testa Bake House, Colombo 02, Sri Lanka

- Performed Document Scanning and handled all calls and Documents.
- Typed and Distributed Letter to Head Office.
- Managed and Counted Money in cash Drawer at the beginning and End of the shift to Ensure those Amounts are Correct.
- Managed and Handled Petty Cash and Customer Orders.
- Managed the Company Stationary.

## ACADEMIC QULIFICATION

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- **Bachelor of Business Administration in Management in Cambodia** - IIC University of Technology, Cambodia
- **G.C.E. Advanced Level Examination in Sri Lanka - Commerce Stream**

## DIPLOMA & CERTIFICATION

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- **Higher National Diploma in Business Finance**  
Sri Lanka Institute of Advanced Technological Education  
Advanced Technological Institute, Dehiwala, Sri Lanka
- **Information and Communication Technology Technician 2015**  
Vocational Training Authority  
Vocational Training Center, Padukka, Sri Lanka
- **Certificate of Computer Application**  
Zonal Information & Communication Technology Center  
Central College Homagama, Sri Lanka
- **Computerized Accounting**  
National Youth Service Council, Maharagama, Sri Lanka
- **Certificate of German Language A1**  
Goethe Institute Colombo, Sri Lanka

## TECHNICAL SKILLS

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- Ms Office
- Quick Book (Account Software)

## LANGUAGE SKILLS

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- English - Advanced in reading, speaking and writing
- Sinhala - Fluent in reading, speaking and writing

I hereby declare that the details and information given above are completed and true the best of my knowledge.

VICHITHRA MADHUSHANI