



MADHUSHA DE SILVA

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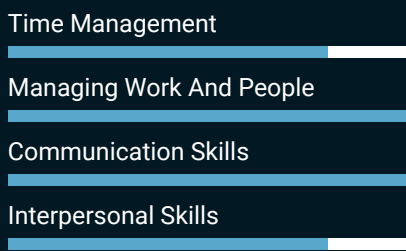
LINKS

LinkedIn:
<https://www.linkedin.com/in/madhushadesilva>

ABOUT ME

I am a hardworking and reliable person who focused on going above and beyond to support team and also a skilled team player with strong background in tough environments and I am a quick learner with good computer abilities and good communication. I am looking for the challenging employment where I can utilize my talents and knowledge, building the success of the organization while I experience advancement opportunities.

SKILLS



TECHNICAL SKILLS

- MICROSOFT OFFICE WORD, EXCEL, AND POWERPOINT
- INTERNET AND E-MAIL
- CITRIX WORKSPACE
- CODING IN JAVA, & C++
- ERP SYSTEM

LANGUAGES



HOBBIES

Dancing, Singing

REFERENCES

CHANDANI EKANAYAKE - OPERATION DIRECTOR
Amsafe Bridport Private Ltd. Sri Lanka
+94 77 359 6756
chandani.e@amsafe.com

ANURA JAYALATH - ASSISTANT GENERAL MANAGER
MAGA Engineering Private Ltd.
+94 77 385 6152
anura@maga.lk

WORK EXPERIENCE

PRODUCT COMPLIANCE INSPECTOR

ANSELL LANKA (PVT)LTD | BIYAGAMA
JUN 2016 - DEC 2016

- Implemented internal procedural audits to guarantee its correct application and continuous improvement.
- Maintained and improved the company's existing quality procedures and specifications.
- Monitor operational parameters related to the quality of the product and ensure the finished product quality.
- Coordinated with production teams to discuss and implement accurate responses to all quality-related issues.
- Handled customer complaints passionately by using QMS strategies.
- Followed up with the responsible parties and ensure that corrective actions have been taken and maintained all the related documents.
- Maintained and improved the PRN process.

WEALTH PLANNER

AIA INSURANCE | HOMAGAMA
JAN 2020 - SEP 2021

I worked as a wealth planner, handling life insurance customers and the documentation part of the customers assigned to me.

BUSINESS ADMINISTRATION EXECUTIVE

AMSAFE BRIDPORT (PVT.) LTD | NITTAMBUWA
FEB 2021 - PRESENT

- Handling Overseas (USA and UK) customers via Zoom, Skype, and also face to face
- Conducting the initial enquiry reviews on orders received through the ERP system adhering to work instructions/ contract review process.
- Arranging weekly reports and submit on time.
- Arranging/ attending meetings and taking appropriate decisions/ actions to resolve ongoing issues in order to meet customer requirements.
- Processing job orders through the ERP system to cascade customer requirements to internal departments.
- Planning shipments in the best cost-effective manner to meet the customer-requested delivery dates.
- Providing timely updates to intercompany counterparties with the status of their orders.
- Providing updates to the weekly sales forecast along with the value breakdown and the details of risks, and opportunities.

EDUCATION

B.SC. (HONS) – SCIENCE

OPEN UNIVERSITY OF SRI LANKA
2022

G.C.E. (A/L) EXAMINATION

GM/ST. PAULS' BALIKA MAHA VIDYALAYA | KELANIYA
2014

Biology : S | Physics : S | Chemistry: S | General English: C
(Index Number: 1430882) Z Score: .3242M
G.I.T Examination 2013 : A
(Index Number: 6265537)

G.C.E. (O/L) EXAMINATION

GM/DARANAGAMA CLUSTER VIDYALAYA
2011

(Index Number: 10614230)

FOU.DIP IN BUSINESS AND HRM PROGRAM

NIPM
2022

ENGLISH COURSE

DIPLOMAT'S MUN
2022

DIPLOMA IN QUALITY MANAGEMENT

SLSI

EXTRA-CURRICULAR ACTIVITIES

- Resource Person at the Physics Training Camp Organized by SPECTRUM Society of the Open University of Sri Lanka – 2018 and 2019
- Member of iTeam (Society of Information Technology) of Open University of Sri Lanka.
- Participated for the "Introduction to PLC" Online Workshop organized by the OUSL.
- Completed Advance Beautician Training Program at Sri Sobawi Group (Pvt) Ltd. – January 2015 to December 2015
- 1st Place for Senior eastern drum symphony in All Island Dancing and Ballet Drama Competition – 2011
- 2nd Place for Dancing in Kelaniya Zonal School Dancing Competition – 2009
- 1st Place for Dancing in "The World Children's Day Dancing Competition" organized by GM/Daranagama Cluster Vidyalaya – 2009 and 2011