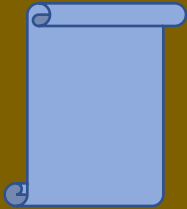


CONTACT



lbpsadhanjanabaddage
@gmail.com



077-045 9174

AD SKILLS

Graphic Design
Video Editing
Language Skills
(Korean & Japan
LOGO Design
Jewellery Design

Vehicle
Design,
Architect

I.B PAMUDU SADHANJANA

I am a highly Self motivated, energetic and Self disciplined team worker. I can perform well under difficulties and tight Schedules through the experience. I have obtained from college and the business area. Furthermore I would like to gain knowledge through work experience and I would consider my self a valuable asset for your organization.

PERSONAL INFORMATION

- ❖ Full Name Ileperuma Beddage Pamudu Sadhanjana
- ❖ Name Int I.B.P Sadhanjana
- ❖ Address No:30/3/1 , B.r.s Gunasekera Mw, Munagama, Horana.
- ❖ Date of Birth 1998.08.24
- ❖ N.I.C 982373034V
- ❖ Gender Male
- ❖ Nationality Srilankan
- ❖ School Attended Taxila Mw / Royal College

EDUCATIONAL BACKGROUND (G.C.E O/L)

- | | | | | | |
|------------|---|------------|---|----------|---|
| ❖ Buddhist | A | Health Edu | A | History | A |
| ❖ Sinhala | B | Maths | C | City Edu | B |
| ❖ Art | B | English | C | Science | S |

G.C.E A/L Examination

❖ Business Stu - C Economics - S Accounting - S

PROFESSIONAL QUALIFICATION

- ❖ Studied Business Management Degree
- ❖ Dip in E – Commerce & Business Management - ESOF
- ❖ NVQ Level Architect & Draughtmanship – VTA
- ❖ Proficiency Foreign Languages
- ❖ Certificated in English – Sarasavi English Programme
- ❖ Following CIMA Degree
- ❖ Graphic Design Skills (Photoshop, Illustrator, After effect & Adobe softwares & 3D Softwares , Autocad, Blender etc.....

ORGANIZATIONAL EXPERIENCE

Company : UNION BANK

Union Bank Colombo (PLC)

▪ Key Responsibilities

- Preparation Of Daily Collection Deposits
- Branches Documents Handling (Savings Accounts & Fixed deposits
- KIT Accounts , Minor Accounts and etc Maintain
- Preparation of monthly, Weekly Reports such as Credit details & Debit details.
- Handling of All branches Visa , Audit, Financial Reports
- Coordinating and managing the daily operations of business including management of administrative staff, Planning and launching operational, financial decisions .
- Reconciliation and the execution and settlement of transactions originating in the front office. (working in the entire banking system as Visa & Audit officer.

Experience - 02

Company : DOMINOS (Jubilant Food Works (PVT) LTD

Position - Branch Manager at DOMINOS

▪ **Key Responsibilities**

- Preparation of Monthly and Weekly Reports Such as invoices, cash receipts, cheque receipts etc.
- Maintenance of Employee Data Base, Attendance Register & Analyzing of EPF/ETF.
- Updating and Recording monthly Stock details.
- Preparation of Debit Note & Credit Note.
- Coordination with Auditors for Year End Audit.
- Physical verification of inventories.
- Maintenance of Employee Data Base & Attendance Register.
- Controlling the fundamental system in the entire department.

Experience – 03

Company : INTERGRATED (PVT) LTD (Rubber Production)

Position – Assistant Factory Manager

- Handling all factory staff & labours .
- Maintenance of Employee Data Base, Attendance Register & Analyzing of EPF/ETF.
- Updating and Recording monthly Stock details, Debit and Credit documents.
- Preparation of Cost Sheets for all the products.
- Liaise with all creditors, suppliers, and clients for payments and collection.

Experience - 04

**Company NANOTEK COMPUTER SOLUTIONS
(PVT) LTD**

Position – ACCOUNT EXECUTIVE

▪ **Key Responsibilities**

- Preparation of Monthly and Weekly Reports Such as invoices, cash receipts, cheque receipts etc.
- Preparation of Debit Note & Credit Note.
- Coordination with Auditors for Year End Audit.
Maintenance of Employee Data Base & Attendance Register
- Maintain Costing, Data Entry, Invoice details add to Computer system
- Checking the Receipt details & Account details
- Products & Item details add to System & checking code details
- Used to ACCSOFT & LASERSOFT accounting softwares.

I do here by certify that the above mentioned particular furnished by Me is true and correct to the best of my knowledge.

Date

Signature

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