

PIMBURAGE MADUSHANI PRIYANGI

Administrative & Operations Executive
Horana, Sri Lanka

0763039190

priyangimadushani33@gmail.com

No:37, 18 Lane, Dickhenapura, Horana

24 November 2000

Sri Lankan

CAREER PROFILE

Self-motivated and hardworking professional with a passion for new technologies and a commitment to continuous learning. Proven ability to manage complex administrative operations, coordinate cross-functional teams, and deliver results in fast-paced environments. A strong communicator with excellent leadership, organizational, and problem-solving skills.

WORK EXPERIENCE

Senior Executive – Operations

Ultrakil Pest Management Co. (Pvt) Ltd, Kohuwala | September 2025 – July 2026

- ▶ Direct daily field operations by strategically scheduling technician teams for optimal job deployment.
- ▶ Accelerate internal compliance cycles by drafting and reviewing corporate work permits.
- ▶ Approving chemical distributions for daily operations.
- ▶ Audit operational financial records, including petty cash allocations, attendance files, and technician overtime hours.

Administrative Executive

Ultrakil Pest Management Co. (Pvt) Ltd, Kohuwala | September 2024 – September 2025

- ▶ Constructed commercial quotes and processed highly structured documentation for competitive government tenders.
- ▶ Maintained secure pricing catalogs, quotation archives, and critical bank bond distributions.
- ▶ Monitored cash inflows through dedicated follow-ups on unpaid corporate quotations and aging debtors.

Legal Administrative Assistant

Domina Juries, Horana | March 2022 – August 2024

- ▶ Drafted binding legal instruments including land deeds, title evaluation profiles, and powers of attorney.
- ▶ Managed court process pipelines directly supporting active legal counsel.

Banking Assistant – Loans & Recovery

State Mortgage & Investment Bank, Horana | September 2021 – March 2022

- ▶ Processed new loan applications from initiation to verification stages.
- ▶ Maintained tracking reports for non-performing loans and coordinated restructuring updates.

EDUCATION & QUALIFICATIONS

Bachelor of Science (In Progress)

The Open University of Sri Lanka, Nugegoda

Chartered Corporate Secretary (In Progress)

Institute of Chartered Corporate Secretaries of Sri Lanka, Colombo

Executive Diplomas | ESOFT Metro Campus

• Business Management (DIBM) • Graphic Design (DIGD) • IT (DITEC) • English (DIE)

DIGITAL SKILLS

Microsoft Office Suite

- MS Excel (Advanced) • MS Word • MS PowerPoint • MS Access

Adobe Creative Suite

- Adobe Photoshop • Illustrator • InDesign

Communication & Collaboration Tools

- Zoom • Gmail • Skype • LinkedIn • Whatsapp • Telegram

LANGUAGES

Sinhala

Native

English

Professional

Tamil

Basic

PROFESSIONAL SKILLS

- Team Leading
- Customer Services
- Currier process coordinating
- Marketing management
- Data entry
- Problem solving
- Business communication
- Account balancing
- Data analysis

REFERENCES

Mrs. Dinu Sankhani Wijayasiriwardhane

Managing Director

Domina Juries, Horana

✉ dinusankhani@gmail.com

☎ 071 6969692 / 071 6826826

Mr. Pradeep Dias

General Manager

Ultrakil Pest Management Co. (Pvt) Ltd

🌐 www.ultrakil.lk

☎ 011 4546161 / 077 7489562

I hereby declare that all information provided is true and correct to the best of my knowledge.