

**Lashini**

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Available In UAE- Under spouse Visa



**PROFESSIONAL PROFILE :**

Quantity Surveyor with 03 years and 9 months experienced in the construction industry acquired contracting background. Experienced in Post-contract Quantity Surveying including measurements, Interim payment, sub-contractor payments, material ordering estimates, accounts handling and all administrative works.

National Badminton colours holder who represented Sri Lankan Navy Badminton team for 6 years and having experience in Badminton coaching.

Possesses excellent interpersonal skills and the ability to communicate professionally. Enjoys being part of a successful and productive team and thrives in highly pressurized and challenging working environments.

**OBJECTIVE :**

Currently looking for a new and challenging role, one which would make the best use of existing skills whilst allowing the opportunity for personal and professional development.

**EDUCATIONAL QUALIFICATIONS :**

**B.Sc. (Hons) in Quantity Surveying & Construction Management,** offered by Sheffield Hallam University (UK),ICBT Campus, Sri Lanka.

BTEC Higher National Diploma **(HND)** in Quantity Surveying and Building Economics offered by the **Edexcel** **International (UK)** at ACTA, Sri Lanka.

**General Certificate of Education Advanced Level Examination 2011** (Index No- 1489950)

Subject Grade

Economics C

Business Studies S

Accounting S

English C

**WORKING EXPERIENCES:**

1. ADK Construction, Sri Lanka. From 10th May 2016 to 31st August 2017 (1 year and 4 months)
2. Ceyoka Engineering (Pvt) Ltd, Sri Lanka. From 1st December 2014 to 30th April 2016 (1 year and 5 months)
3. Edward and Christie (Pvt) Ltd, Sri Lanka. From 19th November 2013 to 25th November 2014 (1 year)

**Duties & responsibilities;**

* Take off Quantities and prepare monthly Payment Applications
* Preparation of sub-contractor bills
* Take off Quantities to Estimate material requirements
* Checking subcontractors’ measurements and certify payments
* Progress Monitoring and Preparation of Progress Reports
* Correspondence, Documentation and record keeping
* Supporting documents preparation for tenders
* Preparing balance sheet, profit and loss statement, and other reports
* Controlling all the documents of the projects
* Maintaining effective records and administration.
* Ensuring meeting are effectively organized and minuted.

**KEY SKILLS AND COMPETENCIES:**

* Proficient in MS Excel and Office package.
* Native language is Sinhala and fluent in English
* Personal skills: Communication, Negotiation, Team work, Leadership, Creativity, Hardworking and Reliability are the basic personal skills developed

**PROFESSIONAL QUALIFICATION**

* Successfully completed certificate program on “Sustainability & Green Business” conducted by Sri

Lanka Foundation, Sri Lanka

**GAMES:**

* Represented Sri Lankan Navy Badminton Team from 2011 to 2017
* Represented Sri Lanka for badminton Asian youth under 19 championship in Malaysia 2009
* Represented Sri Lanka for BWF Guangzhou world badminton training center in china 2008
* Represented Sri Lanka for milo junior open badminton world championship 2007
* Represented Sri Lanka for Asia youth under 16 world badminton championship in Vietnam 2007
* Represented Sri Lanka for milo junior world badminton championship 2006 in Indonesia
* Represented Sri Lanka for 10th south Asian games 2006 in Sri Lanka
* Represented Sri Lanka for cheers youth international Singapore(2005- 2006)
* Sri Lanka school badminton association colours award holder ( 2006-2010)
* Sri Lanka sports council colours award holder (2006 – 2010)

**PERSONNEL DATA:**

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| --- | --- | --- | --- |
|  | Full Name | : | Lashini |
|  | Age | : | 25 Years |
|  | Date of Birth | : | January 3rd 1993 |
|  | Gender | : | Female |
|  | Nationality | : | Sri Lankan |
|  | Marital details | : | Married |

I do hereby certify that the above particulars given by me are true and correct to the best of my knowledge.

Yours faithfully,



Lashini Date: 15 Jan. 2018