**MADHUSHA**

|  |  |
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| **MOBILE** | **:** Whatsapp +971504753686 / +919979971283 |
| **E MAIL** | **:** **madhusha.375826@2freemail.com** |

**LIFE OBJECT**

**To be a human being who’s having humanity & helpful person to the world.**

**PROFILE OF SKILLS**

* **Leadership and management skills.**
* **Excellent interpersonal and communications skills.**
* **Analytical, fast learning and Hard work.**
* **An admirable team player.**

**WORKING EXPERIENCE**

**First Company, Ninehearts Color Labs (pte) Ltd, Baseline Rd, Colombo 09, Sri Lanka.** *October 8, 2009 – October 10,2011*

**Graphic Designer**

* Oversee Customer Service In Lab.
* Supervise Customer Service Representatives.
* Create Designs according to Customer Needs.

**Second Company, Studio K Studio, Rawathawatta, Moratuwa, Sri Lanka.** *October 11, 2011 - June 20, 2013*

**Graphic Designer**

* Provide service to customers via telephone and email.
* Design any Kind of Albums.
* Take Photos for Customer needs.
* Photo Editing
* Assistant Photographer

**Third Company, Sri Lanka Government Printing, Colombo 08, Sri Lanka.** *August 01, 2013 - November 01, 2013 (Training)*

**Application Assistant**

* Prepare and Typed Department letters.
* Make PowerPoint Presentations.
* Data Analysis.

**Fourth Company, Metro Hotel Supplies L.L.C, Dubai, U.A.E** *January 30, 2014 - February 27,2018*

**Graphic Designer & Receptionist**

* Design Catalogues for company needs
* Make all Designs for company needs (Business cards, paper ads, banners, etc.)
* Update company web site
* Welcomes visitors by greeting them
* Attending calls
* Making quotations

**PROFESSIONAL QUALIFICATIONS**

* **Graphic Designer** Certificate Course on Printing Methods in Wijaya GraphicTraining Centre

(2006 – Sri Lanka)

* **General Information Technology** Skill Course on office package & hardwarefundamentals in Computer Technology Centre, National Cadet Corps
* **English Language** Certificate Course in Times English Institute(2006 – Sri Lanka)
* **National Vocation Qualification Level 4 (Graphic Design)** in National ApprenticeTraining Authority (2009 – Sri Lanka)
* **National Vocation Qualification Level 5 (Diploma)** on Information CommunicationTechnology (ICT) On Organisation in Sri Lanka Collage of Technology(2012 – Sri Lanka)

**LANGUAGES**

Sinhala & English

**COMPUTER SKILLS**

Microsoft Office

Ms Word

Ms Excel

Ms Access

Ms Power Point

Ms Visio

Adobe Creative suit package

Adobe Photoshop

Adobe Illustretor

Adobe Indesign

Adobe PageMaker

Adobe Primer

Other Applications

CorelDraw

Scribes

Ink space

Typesetting

Sinhala & English

**ACADEMIC QUALIFICATIONS**

* Passed G.C.E. (A/L) in year 2008 with Art stream.

|  |  |  |
| --- | --- | --- |
| Results are |  |  |
| **History** | **- B** |
| **Drama & Theatre** | **- B** |
| **Political Science** | **- C** |

* Passed G.C.E. (O/L) in year 2005

Results are Three **A** passes One **B** pass

Six**C** passes

**SCHOOL ATTENDED**

* Dharmapala Vidyalaya , Pannipitiya , Sri Lanka.

**EXTRA CURRICULAR ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| Drama society | - | Secretary (2007) |
| Photographic society | - | Secretary (2007) |
| Cadet Platoon | - | Member (2007/2008) |
| Gymnastic School team | - | Member (1998/2005) |

Active Participation in the House Activities in (2000/2008)

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Name | : | **Madhusha** |
| Birth Day | : | **13-08-1989** |
| Gender | : | **Female** |
| Nationality | : | **Sri Lankan** |
| Civil Status | : | **Single** |
| Visa Status | : | **Employment visa in UAE** |

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



01/01/2018

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Date

Signature

(Madhusha)