



# KAMESH THILEEBAN WIJAYAKUMAR

## My Contact

✉ hk76703@gmail.com

☎ +971 521851090

📍 Sharjah, UAE

## Skills

- Team player
- Decision making
- Communication
- Multi-tasking
- Excellent typing speed

## Education Background

- Hindu College, Colombo - 04, Sri Lanka  
*G.C.E Ordinary Level Examination - 2013*  
*G.C.E Advance Level Examination - 2017*
- Londontec City Campus, Nugegoda, Sri Lanka  
*Software Development in IT - 2018*
- East West City Campus, Avissawella, Sri Lanka  
*NVQ L-3 Computer Application Assistant - 2022*  
*Foundation Degree Programme in IT - 2014*  
*Professional English - 2015*

## About Me

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

## Professional Experience

**Noahmedics International (Private) Limited, Sri Lanka**  
Intern

*July 2017 - August 2018*

**Jay Jay Mills Lanka (Private) Limited, Sri Lanka**

Final Inspection Recorder

*August 2018 - July 2020*

**Noahmedics International (Private) Limited, Sri Lanka**

Executive Key Accounts and Marketing

*July 2020 - October 2022*

Key responsibilities:

- Ensure that the accounting system is kept up to date - Peachtree
- Process all financial transactions in an accurate and timely manner
- Daily Excel Updating and Reconciliation with bank balances
- Ensure timely payment of EPF, ETF, Utility bills and all other related expenses
- Keep remittance information up-to-date
- Responsible for day to day sales enquiries from Hospitals/ Distributors and Pharmacy - part numbers, prices, literature, tender, support, etc.
- Liaison with local banks, Private and government hospitals and government institutes
- Drive customer engagement across the full range of channels (digital, social media, direct mail, face-to-face sales)
- Work with the marketing promotion division on identify opportunities, suggest and implement marketing solutions with my directors to expand the customer product range.

## Referees

**M.J. Anderson - Director**  
EAST WEST City Campus  
(PVT) Ltd.  
Avissawella,  
Sri Lanka.  
+94 777 229 545.

**S. Sadeesh Niroshan - MD**  
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