



**Iresha Udayangani**

## PERSONAL

### Address

Al Sathwa, Dubai, UAE

### Phone Number

+971 52 865 4003

### Email

[Ireshabandara01@gmail.com](mailto:Ireshabandara01@gmail.com)

### Date Of Birth

01-05-1995

### Gender

Female

### Nationality

Sri Lankan

### Marital Status

Married

### Interest

Dancing

### Skills

MS Office

Critical Thinking

Creativity

Teamwork

Leadership Skill

Administrative

## **CAREER OBJECTIVE**

Seeking a challenging opportunity where I will be able to utilize my trainings and skill, which will allow me to grow personally and professionally. I am self-motivated and can work in collaborative team or independently with minimal supervision.

## **WORK EXPERIENCE**

### **NAWALOKA METROPOLIS LABORATORIES PVT.LTD. – Sri Lanka As Sales Admin Since 2016 till 2018 May**

#### **Responsibilities**

- Handling Customer care queries at Nawaloka Hospital OPD LAB.
- Preparing Revenue details extracting from attune system for the sales analysis of all branches.
- All admin work related to sales department.
- Assisting sales officers in providing price lists, and sales related materials.
- Calculating the sales head an HR Department OT and Other expenses of Couriers.
- Coordinate with sales head for approval of expenses Claims, Tour plan for salespersons Etc.:
- Comparison of daily call Reports of sales team with their expenses claim for the approvals.
- Preparing quotations for clients.
- Handling Company Vehicles related documents.

### **Michelin- Beyond Road Business Line CAMSO Global Business Services (PVT)LTD As (Receptionist) Administrative Assistant Since 2019 March Till 2022 January**

#### **Responsibilities**

- Handling daily attendance details.
- Coordinating with Office PPE stock.
- Assist HR Department Calculating Staff head count and employees' letters related to the department.
- Coordinating with IT project EX. Director- Production and procurement and Asia site leader for approval of expenses claim, Quotation & POS Etc.;
- Handling company documents and company key's

Languages

English  
Sinhala

Visa Status

Visit Visa

➤ **Trade Promoters (PVT)LTD Sri Lanka (03 Month Contract)  
As Receptionist CUM Telephone Operator since 2018 October to  
2018 December**

**EDUCATION**

**Bachelor of Secondary Education**

- G.C.E Ordinary Level – Dept of Examinations, Sri Lanka 2011 (English Medium)
- G.C.E Advance Level – Dept of Examinations, Sri Lanka 2014

**Achievements**

- Successfully completed Diploma in Computer Applications Assistant NVQ Level 3 Sri Lanka.
- Successfully completed Diploma in General English Level **E 2** British Council in Sri Lanka.
- Successfully completed Diploma in Computer & Graphic Designer Sri Lanka
- Successfully completed Diploma in Handcraft & Home Gardening Sri Lanka.
- Successfully completed Diploma in Airline Cabin Crew Training Sri Lanka.
- Successfully Attended a course of institution in First Aid and has passed the proficiency examination held by the St. John Ambulance Association Sri Lanka.

**REFERENCE**

Ms. Himali Harischandra  
SR.Manager-Marketin CDEM Hospital  
TEL: +94 77 242 7453  
E-mail: [himali.h@cdem.lk](mailto:himali.h@cdem.lk)

**DECLARATION**

I do hereby certify that the information given in this application it true and correct in my knowledge also. I’m aware that submission of any incorrect information will lead me to be disqualified for the post to be terminated from service immediately.

**IRESHA UDAYANGANI**  
(Applicant)