

Thilini Lakmali Waduge

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Profile

As a highly competent, reliable and above all enthusiastic Management Executive with more than two years of experience in Finance, Human resource, Marketing, Supply chain and Logistics areas, I take pride in coding to consistently high standards and regularly refresh my skills to ensure to keep up with ongoing developments practiced in clarifying business requirements, performing gap analysis between goals and existing procedures/ skill sets, and designing process and system improvements to increase productivity and reduce costs. Extensive experience in the implementation of Financial Accounting, CRM, Employee Relationship Management, and Partner Management systems for services firms.

Skills Summary

- Communication skills
- English Language skills
- Quantitative reasoning
- Tamil Language
- Information Technology
- Scientific Writing And business Communication

Education

- **BBM. (Special) Entrepreneurship and Management** **2015**
Faculty of Management Sciences
Uva Wellassa University, Sri Lanka
- **GCE Advance Level Examination** **2010**
Panadura Balika Vidyalaya, Panadura

Business Studies :A, Economics :A, Accounting Studies :C, English :B
- **GCE Ordinary Level Examination** **2006**
Kalutara Balika National School, Kalutara

6 “A” Passes, 2 “B” Passes and 1 “C” Pass

Employment History

1. **HRL Homes Lanka (pvt) Ltd**
Finance Executive (from August 2016 to 30th November 2017)
2. **DMS Electronics (pvt) Ltd**
Logistic and Supply chain Executive (From 14th December 2015 to 8th July 2016)
Duties:
 - Dealing with Oracle ERP System.
 - Oracle ERP Consultation
 - Analyzing sales figures and forecasting future sales volumes.
 - Coordinate with HP and other suppliers and sales person over seas
 - Coordinate with Finance department and advising for payment
 - Prepare costing for Insurances, clearance invoices and freight invoices
3. **Voguetex (pvt) Ltd**
Management Trainee (From 27th April 2015 to 4th Of September 2015)
Duties:
 - Accounting and Auditing
 - HR Management
 - Merchandizing (Bulk and Development).
 - Involved in the recruitment ,interviewing and training and development of new staff
 - Dealing with Employee Relation issues consulting Employees
 - Daily production planning and producing reports on performance, then measuring these against set indicators.
 - Reviewing current organizational effectiveness and making recommendations for improvements.
 - Manage cash loss prevention procedures and established security policies.
4. **Preparing Personal Accounts of Famous A/L Sinhala Tutor Hennayaka at Badulla**
(From 20th December 2012 to 16th February 2015)
5. **T.P.A. International (pvt) Ltd**
Trainee Administration Officer (From 2nd of October 2009 -15t of June 2010 & 1st of October 2010 – 31st of March 2011)
Duties:
 - Salary Preparation
 - Financial statement analysis
 - HR Management
 - Marketing and Sales Forecasting
 - Coordinate with Customers

Key skills and competencies Summary

- Managing time, establish priorities and delegating effectively.
- ERP System Handling.
- Able to prepare budgets and cost estimates.
- Experience of setting targets and monitoring performance.
- Can identify key opportunities & efficiencies for greater profitability.
- Ability to function in a fast-paced environment.

Academic Projects

- Research regarding the work life Conflict on turnover intention with special reference to the Software engineers in Sri Lanka.
- Strategic plan for Seylan Bank
- Wi-Fi offering projects for UVA Wellassa University
- Green technique system for the University Cafeteria
- My own innovation idea Development for Dental Kit.

Publications

- Published a research paper of Impact of Work Life Conflict on Turnover Intention (Special reference to software engineers in IT industry – 2016 Research Symposium at Uva Wellassa University

Professional Qualifications

- Successfully completed ICASL Examinations Intermediate Level Five subjects.
- Successfully completed AAT (I, II, III) Examinations
- Successfully completed an English High Level course in Human Resource Advancement University of Colombo.
- Successfully completed a Computerized Accounting course at ICM College Colombo
- Followed an IT Course in TEC Sri Lanka at Kalutara and Technical Educational Institute of Kalutara Zonal Computer center (Sound knowledge in MS-Word, MS-Excel, MS-Power point, MS-Access, Outlook)
- Successfully completed IT for Business environment course followed by ICASL.

Awards and Achievements

- Best research presenter at research symposium 2016 at Uva Wellassa University
- Degree representative in 2013

- Student member of the ICASL and AAT
- Vice president of the Commerce society and Media Club in Panadura Balika Vidyalaya

Personal Details

Name with Initials : T.L.Waduge
 Full Name : Thilini Lakmali Waduge
 Address : No: 92, Temple Road, Kalutara North.
 Nationality : Sri Lankan
 NIC No : 907670155V
 Gender : Female
 Date of Birth : 23th September 1990
 Marital Status : Single

Non-Related Referees

Ms: S.F. Fasana
 Lecturer
 Faculty of Management
 Uva Wellassa University
 Badulla

Tel.0774497408

Ms T.H.M.S. Thirimanna
 Lecturer
 Faculty of Management
 Uva Wellassa University
 Badulla

Tel-0715529684

I hereby certify that the above information is true and correct according to the best of my knowledge

T.L.Waduge

15.04.2017