

# Prabodhani Jayawardhana

## Experience

**Administrative Assistant & Document Controller – Mar. 2018 – May 2022**

**Hyundai Kenagan Nawaloka Joint Venture, (4 years)**

**Waterfront Integrated Resort Project, Sri Lanka**

**(Main Contractor - Hyundai Engineering Construction (Pvt) Ltd)**

- Working with project management software called “Aconex” by uploading and downloading all project-related documents and transmitting them to the necessary stakeholders (client, consultant, sub-contractors, vendors, etc.) as per the communication protocol.
- Update the document registers and folders in the internet server of the project with necessary documents including shop drawings, Request for Information, Material Submittal, Method Statements, Operation Maintain Manuals, All the Letters, MCD, MCI, Proposal, Test Reports, Warranty Certificates and all other correspondence documents from the client, consultant, sub-contractors, vendors and authorities.
- Maintain folders and files rack with all necessary hard copies of the document. Labeling and numbering folders, file racks, etc. and answer incoming phone calls to the department and coordinate with the necessary members of the organization.
- Check the general email of the department and circulate among the necessary and member of the department. Reply to the email where necessary as per the management advice.
- Preparation of weekly and monthly progress reports for the submissions and Provide administrative support to the office management and staff.
- Update and maintain contact information registers of all necessary stakeholder of the project.
- Maintain office stationery stock and distribute among the department member as per the requirement by maintaining necessary records.
- Execute clerical and general office duties such as setting up filing systems, data entry, typing, copying, printing, ordering office supplies, and other administrative tasks.

**Data Entry Operator – February 2017 - March 2018**

**Tempserve (Pvt) Ltd, Sri Lanka (1 year)**

- Worked with HSBC Bank as an outsources staff member
- Control the related documents physically and updated to the system (E champ) and Update the customer's correspondence data to the bank system including the customer name, address, mobile and telephone numbers, account details, spouse, etc.
- Filing the correspondence document, handling the internal mail, handling the customer registration forms.



## Contact

**UAE :- 058-217-6131**

**(WhatsApp)**

**[prabodanijayawardhana@gmail.com](mailto:prabodanijayawardhana@gmail.com)**

**LinkedIn :-**

**<https://www.linkedin.com/in/pabodani-jayawardana-82a038199/>**

## Additional

- Senior School Prefect – Daham School
- Sinhala – Write / Speak / Read
- Tamil – Write
- English – Write / Speak / Read
- Good Sound of knowledge in Microsoft office package

## Hobbies

- Travelling
- Dancing
- Social Media Handling
- Photography
- Reading
- Yoga

## Professional Qualification

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- Successfully Completed Diploma in Administrative Executive Training and General Management with Secretarial Practice at Institute of General Management
- Successfully Completed Advanced Secretarial Program at National Institute of Business Management
- Successfully Completed the Diploma in English at British Way English Academy.
- Successfully Completed the Computer Certificate Course including MS Office Software at Zonal Education Centre, Sri Lanka.

## Education

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- Passed G.C.E (O/L) Examination – 2012
- Passed G.C.E (A/L) Examination (High School) – 2019

## Personal Details

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Full Name : W.V.K.A.Prabodhani Jayawardhana  
Address : Hol al anz, Deira, Dubai  
Date of Birth : 24th February 1996  
Passport No. : N5627935  
Civil Status : Single

## References

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- **Mrs. M.D.Widanarachchi**  
**Human Resources Administrator**  
**Project Management Unit**  
**Bandaranaike International Airport**  
**Kaunayake**  
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**+94 715492225**
- **Ms.Wimala Wijesinghe**  
**Management Assistant**  
**Ministry of Tourism**  
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