

# Madura Dharmalingam

No: 32, Godapola road, Matale

Mobile: 0765311755

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## Career Objective

- To work in an organization where I can acquire new knowledge, sharpen my skills, and put my efforts to achieving organization as well as individual goals.

## Work Experience

- Successfully completed overall internship in Emjay Penguin Sportswear (pvt) Ltd. Kandy

## Academic Qualifications

- Successfully Completed Higher Diploma **with 4 GPA (distinction)** in Business Management at National Institute of Business Management (2016/2017)
- Successfully Completed Advance Diploma **with 3.9 GPA (distinction)** in Business Management at National Institute of Business Management (2015/2016)

**Key Note:** ADBM and HDBM include Principle of Management, Business Mathematic & IT, Financial Management, Business English, Organizational Behavior, Managerial Accounting, Business Statistic, Macro- Economics, Business development and Business Ethics & Environment.

## Research and projects

- Reduction of the cycle time of interview process of labor level employee of Penguin Sportswear (pvt) Ltd.
- First Year Group Research: Low level employee's satisfaction towards training and development in the hospitality industry.
- Business plan for a newly started Business Based on the topic of Project Appraisal.
- Developed a 5 year Financial Plan for a book shop

## Educational qualifications

- Successfully completed GCE ordinary level exam (2011) with 5As in Business & Accounting, Religion, Lang. & Lit (T), Music, English and History, 2Bs passes in Mathematics and IT, S pass in Science.
- Successfully completed GCE advanced level exam (2014) with an A pass in Business studies, B pass in Economics, 2C passes respectively in Accounting and General English in Commerce Stream.

## Extra curriculum activities

### University Level - National Institute of Business Management

- Event Organized and Engage with “NIBM EKKA AWRUDU – 2016” New year Festival
- Event Organized and Engage with “WARDOFF CHILD ABUSE” awareness walk against child abuse in Sri Lanka and Event Organized and Engage with Thai Pongal festival in 2016.

### School level – MT/Pakkiyam National College, Matale

- Head Prefect (2013-2014)
- Event Organized and Engage with Annual Commerce Day (2014)
- President of Commerce Association (2012-2014)
- Member of Girls Guide Association, School parliament, and School Netball team

### Core competencies

- Vice membership in charge and member of Hill Capital Toastmasters club
- Fluency in English, Tamil and Sinhala
- Proficient in the use of Microsoft Office
- Good knowledge in ISO 9001: 2015 and 6S
- Good Communication and interpersonal skills

### Personal Information

Name : Ms. Madura Dharmalingam  
Date of Birth : 27<sup>th</sup> August 1995  
NIC No : 957400850v  
Sex : Female  
Nationality : Sri Lankan

### Non-related referees

Mrs. Shamalka M. Uduwella,  
Consultant/ Lecturer,  
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Mr. M. R.M. Riham  
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I hereby certify that the information furnished above is true and correct to the best of my knowledge.

.....12/09/2017.....  
(Date)

.....D.Madura.....  
(Signature)