

JAYAWARDENA ARACHCHIGE DAVID MARTHIS JAYAWARDENA



CAREER OBJECTIVE

Applying for a challenging career in Administration field, where I can apply my knowledge, experience and skills for the career development and for the organization.

PERSONAL PROFILE

I'm a self-motivated, adaptable, conscientious and enthusiastic person with well-developed skills combined with a flexible attitude to work. I have strong team-player skills, good presentation and communication skills. I'm willing to build up my career in administration field.

PROFESSIONAL EXPERIENCES

Total Job Experience: 36 years

- Worked as a Manager
 1. IOC Fuel Station, Leanfirm (Pvt) Ltd. Peliyagoda.
 2. Makeetha Fuel Station, Ceypetco Heiyanthuduwa.
- Worked as the **Asst. Manager – Administration** at C.W. Mackie PLC, No. 36, D.R. Wijewardena Mawatha, Colombo 10. since 2010 to July 2017 directly reporting to Chairman/ CEO Job Description – Purchasing, Maintenance, Security, Transport & Administration
- **Three years** experience in working as an **Asst. Accountant – payment** at C.W. Mackie PLC
- About **11 years** experience in working as an **Accounts Assistant/Chief Cashier(Executive)** at C.W. Mackie PLC
- **Since June 1996 to September 1996** worked as an **Accounts Assistant/ Cashier** in M/s. Grip Engineering (Pvt) Ltd, Galle Face Terrace, Colombo 03
- **Three years** worked as a **Cashier/Supervisor** in the Jeddah Islamic Port in Saudi Arabia, under M/s. Marine Transport International Co. Ltd., since 12th February 1993 to 01st May 1996
- In **March 1987** promoted and worked as the **Group Cashier** to M/s. Ceylon Trading Group of Companies, No.264, Grand Pass Road, Colombo 14, up to **11th February 1993**
- In **June 1985** joined as a **Cashier** to M/s. Scan Imports Ltd. A subsidiary of M/s. Aarhus Oliefabrik A/s of Denmark, a multinational Company
- About **01 year** worked as a **Cashier in the Management Grade (Executive)** in M/s. Premier Engineers Ltd. (Mercantile Credit Group), No. 15, Morgan Road, Colombo 02
- **Two years** Experience in working as a **Cashier** at M/s. Lanka Walltiles Ltd. 150, Ward Place, Colombo 07, and It's Factory at Kiritmetithenna, Balangoda.

- **Two years** experience in working as a **Cashier** at M/s. Ceylon Development Engineering Co. Ltd. No. 140, Dawsan Street, Colombo 02(Head Office) and it's work sites;
(a). Inginimitiya Reservoir Projects, Galgamuwa
(b). Puranawella Harbour Project, Dondra

ACADEMIC QUALIFICATIONS

Studied up to G.C.E. Advanced Level

PERSONAL DETAILS

Birthday : 1957/03/30
Nationality : Sri Lankan
Religion : Roman Catholic
Marital Status : Married
Sex : Male
NIC No : 570900510V
Address : No.682/3c,"Apeksha",Sapugaskanda Road, Gonawala, Kelaniya.

REFEREES

Mr. Suraj Kathurusinghe
Managing Director / CEO
SCK Holdings Consolidated,
No. 36, D.R. Wijewardena Mawatha,
Colombo 10.
Tel. Office - 011-2543474 / 0777560561
Mobile - 0777398590

Mr. W.T. Ellawala
Chairman / CEO
C.W. Mackie Group of Companies
No. 36, D.R. Wijewardena
Mawatha, Colombo 10.
Tel. Office - 011 2 423554-62
011 2 447789
E-mail – info@cwmackie.com

I do hereby certify that all the above mentioned particulars are true and accurate to the best of my knowledge.

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Date

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Signature