



Curriculum Vitae

Madhiha Siraj Jabir

Profile

An individual with extensive 'hands on' experience in multiple areas, as project coordinating, office management and finance support looking for opportunities for continuous learning and enhancement.

With the past experiences, I have gained over the years working with Multi National organisations, on many instances and have taken decisions needed to act when my superiors were unavailable, hence while maintaining strict confidentiality.

General Information

Nationality	:	Sri Lankan
Date of Birth	:	07 th February 1978
Civil Status	:	Married
School Attended	:	St. Bridget's Convent
Address	:	No. 45/ 2G, Auburn Side, Dehiwela.
Tel:		+94 773 664621 (Mobile)
e-mail:		madhihaj@gmail.com

Career History

Period: **29th December 2008 to 30th June 2011**

Establishment: **Microsoft Sri Lanka (Pvt) Ltd,**
11th Floor, DHPL Building,
No. 42, Nawam Mawatha,
Colombo 02.

Position: **Office Manager/ Personal Assistant**

RESPONSIBILITIES

Oversee all aspects of the office support services in order to handle the day-to-day business with efficiency and effectiveness within the Microsoft Sri Lanka sub.

Main Activities

- To assist CM in setting-up meetings, following up with general activities that CM is involved, including sales issues.
- Maintain relationship with the Government Authorities in order to provide information and payments on agreed time lines. (BOI, IR, PSD)
- To work closely with the Companies Tax Consultants Ernst & Young and our Finance in India in order to ensure that we meet the said deadlines for the statutory payments to IRD such as Income Tax, VAT, NBT, ESC & WHT
- Manage all the temporary helps in terms of support services, receptionist, Office Assistants etc ...

Being the contact person with the region on behalf of the Sri Lankan sub with DIO Hyderabad (The Building Access point for employees), Global Security Operations (Microsoft Security Operations)
- Liaising and coordinating in setting up New Vendor registrations in the MS Market tools as Microsoft works only with selected vendors for purchasing of items.
- Act as Purchasing Manager for all purchasing jobs relating to office supply. Review and control the internal orders and procurement process for office supplies.
- Efficient and proper management of Petty Cash float
- Being the coordinator with the company's Travel agent for employees overseas travel reservation.
- To Ensure Salaries and expense claims of FTE and CS has been paid on the said deadlines with minimum delay and inconvenience. With the coordination and implementation of processes with HR, MSL and DMS.

Period: **25th August 2008 to 25th December 2008**

Establishment: **Hemas Manufacturing Pvt Ltd,**
No. 36, Bristol Street,
Colombo 01.

Position: **Executive Coordinator to the Managing Director**

RESPONSIBILITIES

Provide office support services in order to ensure efficiency and effectiveness within the organization.

Main Activities

- Maintain the general filing system and file all correspondence of the Managing Director
- Assist in the planning and preparation of meetings, conferences and conference telephone calls and maintain the two board rooms.
- Dealing with stationary suppliers for the best competitive rates in purchasing office stationary items for the department. Also maintaining an adequate inventory of all stationery and computer peripherals.
- Provide secretarial support
- Arrange travel reservations of overseas travel; Hotel bookings, Visas, flight arrangements.
- Compose, type, and distribute meeting notes, routine correspondence, and reports
- Maintain scheduling and event calendars of the MD. Schedule and confirm appointments for clients, customers, or supervisors

Period: **August 2000 to 11th August 2008**

Establishment: **Suntel Limited,**
No. 110, Sir James Peiris Mawatha
Colombo 02.

Position: **Personal Assistant – CFO/ Director Finance & Admin**

Major Duties carried out:

Work instructed by CFO/ Director F&A:

1. Preparation of correspondence instructed by my superior and assisting him in any other secretarial service.
2. Communicating, corresponding and following up with the Overseas Director's (exp. For approval of payments, LC's, Indemnity forms, Board resolutions, etc)
3. Maintaining a database of all approved resolutions by the Board of Directors
4. Whilst maintaining an organised filling method and creating an updated database of all documents with the CFO
5. Maintaining a database of all high confidential documents in the Vault.

Routine work at the Department:

1. Preparation of OT in the department Finance, Billing, Warehouse & Purchasing on a monthly basis and credit cards reimbursements for month end salaries.
2. Preparation & dispatching of all Debit Notes, Credit Notes & Tax Invoices.
3. Maintaining and updating the staff cadre of Finance & Administration
4. Preparation of documents for the Financial Audit – such as dispatching and following up on Balance Confirmations with Banks and related parties.
5. Preparation and coordinating on Bank Guarantees with the companies Banks.
6. Ordering and issuing of Stationary items for Finance.
7. Being the coordinator between F&A and HR
8. Scanning of F&A documents and of other departmental documents. (As and when requested)

9. Being the coordinator between F&A and IT in providing access path's to Finance employees (exp: to create login accounts, to provide access to required network paths & to grant Suntel e-mail accounts).

Period: **August 1998 to August 2000**

Establishment: **Suntel Limited,**
No. 110, Sir James Peiris Mawatha
Colombo 02.

Position: **Customer Care Executive**

Major Duties carried out:

- Handling customer errands.
- Registering equipment services and changes
- Handling fault complaints and giving solutions
- Handling matters pertaining to payments.
- Active marketing of value – added services.

My work here involves me in all departments of Suntel Customers to do active marketing and needs of clients and offering different solutions as situations demand, thus giving me the opportunity to develop my fluency in written and spoken English and native languages and help acquire client contact skills to be assertive and flexible with responsibility whilst coping with sometimes hectic work situations.

Period: **Period September 1997 to August 1998**

Establishment: **Copy Corner**
No. 4C, Edward Lane
Colombo 03.

Position: **Assistant Manager**

Which provides Secretarial Services with Computer-type-setting, photo-copying, laminating, spiral binding, telecommunication services etc.

Major Duties carried out:

- I had been totally responsible for all computer related work and in general to overlook all work handled by other assistants.

Professional Qualifications

- Successfully completed a course in IDM Computer Studies (Pvt) Ltd in MS Word, MS Excel & PowerPoint.
- Participated in a One day workshop organised by Dynamix International “ The Empowered Secretary”

- Participated in a One day workshop organised by Colombo Central Jaycees “ From Efficiency to Effectiveness – The Secretary” - 2002
- Participated in a One day workshop organised by Colombo Central Jaycees – “Efficient Secretary” -2004
- Effective Communication Workshop conducted by Training Link International (Pvt) Ltd
- Effective Telephone Communication Workshop conducted by British Council on 21st August 1998
- Successfully completed a letter writing course conducted by British Council.
- Successfully completed the professional development programme: Wilderness Challenge” conducted by the School of Soft Adventure and Ecotourism held in Belihuloya and Kumbalgama Environs.
- *Successfully completed the Diploma in Early childhood and Primary Education at the Open University of Sri Lanka (OUSL), Nawala - (2013/2014 and 2014/2015).*

The goal of this programme is to improve the quality of early childhood education and primary education in Sri Lanka. Specific objectives of the programme are to enable the participants to perform effectively as teachers/care givers in Early Childhood Education and Primary Education setting. The curriculum is organized and structured within the two academic years (2013/2014 and 2014/2015).

- *Successfully completed the Affiliated Montessori International(AMI) Diploma Examination - Affiliated to American Montessori International USA at Colombo Montessori Teacher Training Centre.*
- *Successfully completed the TKT Cambridge ESOL Examination - At Ladies College - Department of Vocational Studies*

Referees

Mr. Sriyan De S. Wijeyeratne
Chairman/CEO of the (ETF) Board
Employees' Trust Fund Board
151 Kirula Rd,
Colombo 05.
Mobile No : 0772 762357

I hereby confirm the above particulars given by me are true and correct to the best of my knowledge. In the event of me being selected I will assure you that I will carry out the duties entrusted to me to your entire satisfaction.

Thank you.

Yours Faithfully,