



# K. K. Ruchira Madhushani

## Production Coordinator >>>

### PROFILE STATEMENT

Practicing my knowledge of production coordination for nearly 5 years in a major company that manufactures PVC pipe fittings, I have been developing my job knowledge through tasks such as planning and executing schedules for the production of PE Fabricated items, and submitting production reports. I am ready to use my educational and theoretical knowledge to work for the continuous improvement of the organization. I always try to manage my time properly and progress step by step in both education and work.

### CONTACTS

No. 118/1, Megoda Thammita, Makewita ,  
Ja ela.

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Gampaha District

Western Province

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### SKILLS

#### HARD SKILLS

- Project Management (Production Process)  
Planning, Scheduling & Processing
- Understanding of Manufacturing  
Processes – PE Fabricated Fittings / PVC  
Extrusion/ Blending & Crushering

#### SOFT SKILLS

- Communication
- Problem-solving
- Leadership
- Teamwork
- Time Management
- Decision Making
- Conflict Resolution

### LANGUAGES

ENGLISH	<div style="width: 25%;"></div>	SPECIALIST
SINHALA	<div style="width: 75%;"></div>	PROFICIENT
TAMIL	<div style="width: 25%;"></div>	BEGINNER

### WORK EXPERIENCE

**Total 8.3 Year Experience**

**Private Sector - 5.3 Years**

**Government Sector - 3 Years (On Contract Basis)**

#### Central Industries (Pvt) Ltd (National PVC Factory – Wattala).

Designation - Production Coordinator – Grade I 2020 - Present

Process - Production Department

- Entering the Production Inspection (ERM System)
- Preparation of Report
  - Daily Production Reports
  - Monthly Sweeping & Crush Material Usage report
  - Spare parts usage (Ink, Naza...)
  - Extruder Utilization Report
  - Down Time Analysis
  - SLS, STD Vs Actual Weight Variance Report
  - SLS & Non SLS Reject %
  - Machine Wise / Shift wise / Operator Wise Reject %
  - Objectives
  - Material Usage (Crush & Sweeping %) for the Jobs
  - Total Start-up, Stopping, Die changes, Power interruption
  - Prepare the Presentation (For Performance Review Meeting)
- Check & Enter the OT of Manpower and Company Employees (Peoples HR System)
- Coordinating - Production in the Fabrication Section.  
Check the Pending Jobs, Production Planning & prepare the Production Report, Requesting required material from Yakkala Factory, Scheduling & Giving work Orders for the Maintenance section. Check the Production Status – Daily
- Entering Leaves in to HRIS System.

#### Aegis Sri Lanka (Pvt) Ltd - Union Place, Colombo.

Designation - Operation Executive 2018 (Nov.) - 2019 (July)

Process - Mobile Broad Brand Process, Dialog Outbound Call Center

- Customer handling
- Introducing Dialog packages

## SKILL HIGHLIGHTS

### Data Entry & Data Analyzing

MS WORD					PROFICIENT
MS EXCEL					PROFICIENT
MS POWERPOINT					PROFICIENT
OUTLOOK MAIL					SPECIALIST

## TRAINING SKILLS ACHIEVEMENTS

I have attended and successfully completed the course assessment for the Internal Auditor Training Course on Occupational Health and Safety Management Systems.

(Based on ISO 45001:2018 Standard)

## PERSONAL PROFILE

Name With Initials : K.K.R.Madhusani  
 Gender : Female  
 Title : Miss  
 Date of Birth : December 4, 1995  
 Age : 28 Years  
 ID Number : 199583902001  
 Religion : Buddhism  
 Race : Sinhalese  
 Citizenship : Sri Lankan  
 Province : Western  
 District : Gampaha  
 Polling Division : Gampaha

## University of Colombo.

2016 (June.) -2018 (March)

- Designation - Trainee Computer Application Assistant (2016/06/20 – 2016/12/19)  
Process - Department of Political Science & Public Policy
- Designation - Trainee Computer Application Assistant (2016/12/27 – 2018/03/29)  
Process - Department of History
- Designation - Clerical Assistant (Regarding external courses)  
Process - Department of History 11 months (Only Saturdays)
- Designation - Word Processing Assistant (Regarding external courses)  
Process - Department of International Relations 04 months (Only Saturdays)  
(On Assignment Basic)

## PROFESSIONAL QUALIFICATION

### Advance Diploma In Entrepreneurial Business Management (2020/2021)

I have successfully completed the Advanced Diploma in Entrepreneurial Business Management (One Year Advance Diploma) conducted by the Department of Entrepreneurship, Faculty of Management Studies and Commerce, University of Sri Jayewardenepura.

### GPA – 3.31 (Upper Second Class)

Financial Accounting for Entrepreneurs	B+
Organizational Behavior	B+
Contemporary Development Models	B-
Business Law	A-
Taxation	A
Strategic Management	B-
Auditing	A-
Cost and Management Accounting	B-
Management Information System	B
Business Planning	A

### Diploma In Public Management (2018/2019)

I have successfully completed the Diploma in Public Management (One Year Diploma) conducted by the Department of Public Administration, Faculty of Management Studies and Commerce, University of Sri Jayewardenepura.

Accounting For Public Managers	A
Introduction Technology For The Public Managers	A
Fundamentals Of Microeconomics	B
Introduction To Public Managers	C
Quantitative Techniques For Public Managers	C
Introduction To Political Environment	C
Socio Psychological Aspects For Public Managers	B
Introduction To E – Governance And E – Business	B
Project Report	B
Economics For Public Managers	C
Quantitative Techniques For Public Managers (Part II)	C
Introduction To Legal Environment	C
Public Sector Accounting	D

- ✚ I have successfully completed the **Diploma in Human Resource Management and Administration** (One Year Diploma) conducted by the SITC University.
- ✚ I'm currently studying **Postgraduate Diploma in Marketing Management (PGDIP)** conducted by Sri Lanka Institute of Marketing (SLIM).
- ✚ I'm currently studying **Bachelor of Business Administration (BBA)** conducted by Centre for Distance and Continuing Education (CDCE), University of Peradeniya (Conducted in collaboration with the Faculty of Management, University of Peradeniya).

✚ Information & Communication Technology Technician - NVQ Level 4

I have completed the six months Institutional Training for the competency based Training Program of (Information & Communication Technology Technician NVQ Level 4) At Technical College, Gampaha.

■ **ACADEMIC QUALIFICATIONS**

✚ General Certificate of Education ( Ordinary Level) Examination

- Buddhism - A
- Sinhala - B
- Art - B
- Mathematics - C
- Accounting & Bus. Studies - C
- History - C
- Agriculture Food Tec. - C
- English - C
- Science - S

✚ General Certificate Of Education (Advanced Level) Examination

- Economics - S
- Business Studies - S
  
- General Information Technology - S

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Thanks  
Ruchira