CURRICULUM VITAE

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## GENERAL INFORMATION

**TOTAL WORK EXPERIENCE**: Over 7 years Gulf Experience, all of which was spent in Administrative roles in various environments and have gained overall Admin /secretarial experience including self-correspondence in my career with the under mentioned international & reputed commercial firms.

**COMPUTER SKILLS :** Well conversant in MSWord, MSExcel, MSPowerPoint, Report Builder, MSVisio, Internet, E-mail and proficient in operating PC, Facsimile, photocopier, scanner etc.,

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**CURRENT EMPLOYER : Confidential**

**Period** **:** July 2015 todate (Temp)

**Current Designation : Executive Assistant to the General Manager**

**Main responsibilities/duties include but are not limited to the following**

**:** Responsible for providing Administrative

support to the MD and members of the Senior MGMT Team.

Manage Executive Diaries/daily meetings/appointment /schedules etc.,

Organising flights and hotel accommodation for MD and other

Senior Managers.

 Word processing collation of monthly management reports and

 business plans.

 Handling of confidential information in line with company

 Policy.

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**CURRENT EMPLOYER : Abu Dhabi Ship Building**

**Period** **:** June 2007 to August 2014

**Current Designation : Sr. Secretary to the Vice President Marketing & Director**

**of Sales**

**Responsibilities**  **:** Provide administrative support to the Vice President Marketing & the Director of Sales in variety of ways including:

Organize executive diaries, arrange business travel, arrange meetings & visits; compile letters, faxes and E-mails, prepare presentations, updating enquiry and marketing meeting agendas and minutes, compile company profiles, maintaining advertising and editorials, control marketing tools, compile tender documents, talk to clients, suppliers ets., filing and documentation management.

Assisted/Provided administrative assistance to the CEO and GM while the Executive Secretary is on leave/as and when required by:

Updating executive diaries/arranging appointments of all VP’s, arrange business meetings/business travel and hotel bookings, etc.,

**EDUCATIONAL QUALIFICATIONS** :

Successfully completed a Diploma in **Business Administration**, Open University, Sri Lanka during the year 2014/2015.

Successfully completed a Diploma in **Confidential Secretaries** in **Polytechnic Training College**, Colombo, Sri Lanka, During the year 2004.

Successfully completed a Diploma in **Professional Secretaries**

ICS International Correspondence School, USA, during the year 1997.

Passed the G.C.E (Advanced Level) Examination, Sri Lanka, year 1994.

Passed the G.C.E (Ordinary Level) Examination, Sri Lanka, year 1990.

 Master of Business Administration – on going

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**SPECIAL AWARDS :** Awarded “**Best Employee of the Marketing Dept**.”

 in April 2014.

Awarded “**Certificate of Achievement”** for Teambuilding Workshop.

 Awarded “**Certificate of Recognition”** for providing significant contributions to the Technical Division.

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**TRAINING :** Attended training on **“Management and Effective Administration Skills Course** conducted by Spearhead Training, Abu Dhabi.

Attended training on **MSVisio**, conducted by Compubase, Abu Dhabi .

Attended a Training Course on **ISO 9001:2000** **Internal Auditor** conducted by SGS Gulf Limited.

Awarded Certificate of Appreciation in recognizing successful completion of training on **Progress Report Builder** held by ITTI Arabia FZ – LLC.

Successfully completed a **Computer Course** Conducted by Alpha data training institute:

 Word 97 – Advanced

 Excel 97 – Advanced

 Power Point 97 – Advanced



**Gulfjobseeker.com CV No:** **1507602**