**First Name of Application CV No 1625682**

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| **Summery:**  |

* Name in Full: Umesh Lakpriya Hermen Ferdinandez
* Current Location: Dubai, United Arab Emirates
* Date of Birth: 28th November 1982
* Nationality: Sri Lankan
* Passport No: N1847764
* Marital Status: Married

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| **OBJECTIVE:** |

To be employed in a stable and progressive company which can maximize my skills and enhance my potentials in pursuing my goal, which I believe, can be achieved through sheer determination and consistency in doing my best.

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| **PROFILE:** |

1. Six years of experience in Document Control, Administration & Secretarial works and Project Progress Reporting with five years overseas experience in Qatar and Abu Dhabi – UAE
2. Four years of experience in handling Motor claims at Janashakthi Insurance PLC in Sri Lanka
3. Strong sense of responsibility, friendly and flexible with the assigned roles
4. Well-developed social and communication skills, with strong MS Office skills to include Excel, Word, Outlook and PowerPoint

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| **WORKING EXPERIENCE:** |

May 2015 – Jan 2016 **Shin Nippon Lanka (Private) Limited Colombo, Sri Lanka**

Administration Assistant: (Administration and Project & Design Department)

1. Carried out all site administration work at the Proposed SHANGRI-LA Hotel (Phase 1) Development Project in Colombo

May 2014 – Nov 2014 **Janashakthi Insurance PLC Colombo, Sri Lanka**

Senior insurance Assistant: (Non-Life Insurance)

1. Handling Motor Claims at Claims Department

Apr 2011 – Feb 2014 **Dredging International Abu Dhabi, UAE**

**Middle East Dredging Company (Joint Venture)**

Document Controller, Project Secretory & Reporting Coordinator: (Planning and Engineering Department & Project Management Department)

1. Prepare Daily, Weekly and Monthly Progress Report for the construction and administration activities of the project for the Client
2. Prepare Daily Vessels Status Movement report of Marine equipments/Floating units in the project for the Client
3. Analyze & Update Engineering database of various constructions work scope for daily progress calculation and monitoring
4. Update project files, data input and prepare progress updates overview for Weekly Planning and Progress Meetings with Client
5. Reading Project official SARB email. Distribution and filing the emails.
6. Prepare outgoing letters to Client, Sub-contractors and Third party companies and distribution accordingly (by Fax, email, courier and DHL)
7. Attend Internal Weekly Construction Meetings, take minutes, distribute to all parties whom attended and prepare following meeting review notes

Jan 2010 – March 2011 **Jeewanareka Group (Private) Limited Trincomalee, Sri Lanka**

Administration Manager

1. I was given the responsibility to handle all the Administration matters
2. Coordinate payments of fish suppliers, processing factories and freight forwarders
3. Coordinate overseas buyers and handling documentation starting from shipment orders to payment of invoices

Dec 2007 – Nov 2009 **CFE Middle East Doha, State of Qatar**

Document Controller & Administration Assistant: (Project Management Department)

1. Responsible for document control and handling project filing system.
2. Ensure that all documentation and drawings are controlled and administered in accordance with the document control procedures
3. Working as a Secretary and assisting the Project Manager in their daily duties
4. Participated in Daily Progress Meetings, take minutes

May 2004 – Nov 2007 **Janashakthi Insurance PLC Colombo, Sri Lanka**

Senior / Insurance Assistant: (Non-Life Insurance)

1. Handling Motor Claims at Claims Department
2. Authorizing, Final checking & Approving Motor Claim payments up to Rs.25,000/=
3. Making decisions on behalf of Insurance Executives in their absence
4. Working in an insurance related software database named as “FINS”
5. Handling walking customers at front office counters during shift work
6. Call Center experience: Answering telephone calls, dealing with inquiries

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| **EDUCATIONAL & PROFESSIONAL BACKGROUND:** |

1. Passed GCE (Ordinary Level) Examination 1998 with 7 Distinctions and 1 Credit passes
2. Passed GCE (Advance Level) Examination 2002 with 3 Credit passes for Mathematics, Physics and Chemistry
3. Studied and pass the P 01 – Insurance Practice & Regulation for Certificate of Insurance Practice Examination (CIP) – Non life Division conducted by SRILANKA INSURANCE INSTITUTE, year 2007
4. Studied and completed for Insurance Foundation Certificate (IFC) Examination conducted by SRI LANKA INSURANCE INSTITUTE, January 2007
5. Studied and completed “ Pre – Intermediate English Course ” (Level 1, 2 & 3) at British Council in 2003
6. Studied and completed Diploma in Computer Studies at IDM Computer Studies (Pvt) Ltd in 2002/2003