**First Name of Application CV No:** **1652088**

Whatsapp Mobile: +971504753686



**PROFESSIONAL SUMMARY**

 Exploring opportunities of joining an esteemed organization, where my experience, qualifications, training and professional skills sets can be fully utilized. Have a proven record of working as a critical resource under in high-pressure environments.

**PROFESSIONAL QUALIFICATIONS**

* **Degree Foundation in Information Technology - Access Program** (2013) - BCAS, Sri Lanka.

(Diploma in Information Technology, Hardware Technology with Network, Web Designing and Programming)

* **Business Management Acumen Program (B-MAC) - A Foundation for Business Management** (2013) - BCAS, Sri Lanka.

(Diploma in Organizational Psychology, Marketing Essentials, Business Communications & Business Computing)

* **Followed Higher National Diploma (HND) in Business Management** (2014 - 2015) -BCAS, Sri Lanka.

Completed up to Third Semester

**EXPERIENCE**

**Administrative Assistant - February 2014 – December 2015**

**Mans Lanka (Pvt) Ltd, Sri Lanka.**

**Roles and Responsibilities:**

* Checking customer credit line, and logging sales orders in to database.
* Maintaining customer database and generating monthly backlog reports.
* Supporting executive in sales proposal, developing and maintaining relationships with customers.
* Preparing and assembling marketing materials for the Sales Team for distribution to clients.
* Involving purchase of equipment’s, safety, security, employee induction etc.
* Planning and preparing monthly reports pertaining to finance required for maintaining office infrastructure
* Preparing and processing monthly invoice billings and managed mailings & processed all customers' billings.
* Managing collection accounts and credits; credit references; applied Accounts Payables/Receivables.
* Managing repair, maintenance & replacement of office equipment’s, appliances, furniture, furnishings, vehicles, buildings etc.
* Installation and commissioning of equipment’s that are required for the – IT systems, air conditioning etc.
* Processing office software programs, including spreadsheets, database, word processing and graphic presentation
* Acting as information hub for providing administration related information and supervising administrative activities like general admin, verification of stationary stocks, petty cash, courier, florist, pest control, housekeeping etc.
* Specialisation in handling back office operation, inter-office correspondence, confidential mails, quotation, monthly billings, cheques etc.

**Management Trainee - November 2013 – February 2014**

**Mans Lanka (Pvt) Ltd, Sri Lanka**

**Roles and Responsibilities:**

* Entering data accurately onto computerised databases & Excel spreadsheets.
* Reviewing validation output and performing specified manual checks on the data to ensure consistency and completeness.
* Referring to purchase orders, generating invoices, and mailing them to clients
* Generated complete, accurate, and timely invoices using billing software
* Corrected entries on invoices for discrepancies in prices, quantity of goods, and total amount
* Prepared vouchers, receipts, and checks as required and entered details in the system
* Ensuring that the payment of invoices is completed within a timely manner and in accordance with payment terms.
* Identifying invoices that are overdue or have not been received.

**KEY STRENGTHS & SKILLS**

|  |  |  |
| --- | --- | --- |
| * Excellent Communication Skills
 | * Adaptability – Efficient under pressure
 |  |
| * Process Oriented Organizing skills
 | * Planning & Organizing
 |  |
| * Result Oriented: Achieve targets within given time
 | * Punctual – Always on time and schedule
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| * Hard Working - Willing to work extra to complete assigned work
 | * Able to develop a culture of high standards, Excellent quality and customer responsiveness
 |  |
| * Good technical expertise
* Excellent quality and customer responsiveness
 | * Able to manage and develop trainers and to manage Administrators and administrative processes
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**PERSONNAL INFORMATION**

* Date of Birth – 21rd of October 1995.
* Nationality – Sri Lankan.
* Marital Status – Single.
* Religion – Islam.