**Career Objective:**

A capable career oriented individual with more than 5 years’ experience in many various fields. Interested in working for a leading organization in the region and wish to undertake challenging role and render professional services to achieve corporate objectives and goals. A clear and effective communicator with well-developed interpersonal and overall a team player.

**Working Experience**

**2015 Office Administrator in Farnek Services LLC in Abu Dhabi,**

**(Working Period from October 2013 to September 2015)**

* Receive survey form and according to survey form preparing Quotation in using CRM system.
* Send Invoice & receipt to client through email.
* Updating contract, Quotation & Invoice long sheet.
* Forward all Job whatever completed, on progress & whatever are pending to project manager

Every week.

* Arrange all materials required for cleaning job and Send Purchase Order for materials.
* Preparing Employees Attendance Sheet and Overtime Sheet.

**2013 Office Attendant under Farnek Service (Working Period from October 2010 to September 2013)**

Etihad Cargo Office, Etihad Airways, UAE.

**2013 Office Attendant under Farnek Service (Working Period from January 2013 to October 2013)**

Canon Emirates Office, UAE.

**2013 Office Assistant cum Reception under Farnek Service**

**(Working Period from 21st of November 2013 until 10th of December 2013)**

UAE

**2010 Office Attendant under Farnek Service**

* + Thuraya Satellite Telecommunication center in Sarjah.
  + Mass Chocolate Company Office in Dubai.
  + Specialist Service LLC Office in Dubai.

**2009 Production Line Team Leader (Circular Rubber Track)**

At Soledial Loadstar (Pvt) Ltd based in Sri Lanka.

**2008 Lean Practitioner (Lean Production Systems)**

At Soledial Loadstar (Pvt) Ltd based in Sri Lanka.

**2007 Laboratory Service (Rubber Inspection)**

At Soledial Loadstar (Pvt) Ltd based in Sri Lanka.

**2005 Machine operator (Rubber Track)**

At Soledial Loadstar (Pvt) Ltd based in Sri Lanka.

**2004 Production Helper (Rubber Track)**

At Soledial Loadstar (Pvt) Ltd based in Sri Lanka.

**Academic Qualifications**

1. General Certificate of Examination Ordinary Level in December 2001-Olcott Collage in Sri Lanka.
2. General Certificate of Examination Advance Level in December 2004-Olcott Collage in Sri Lanka.

**(Studies Commerce Subjects-Economics/Business Studies/Accounting and General English)**

1. Completed Computer Course for Ms Office Package and Internet & e-mail(TCTI Institute in Sri Lanka)
2. Studied Operation Management Cause at about craft and mass production systems in Soledial Loadstar Training Center based in Sri Lanka

**Skills and Expertise**

* Team Welfare and administration
* Production systems development(Using strategic method)
* Data Entry(SAP System/Concept System/Tally System)
* Lean Manufacturing Systems

1. Non Valuable Work eliminating systems (By Work Study and Time Study Activity)
2. Key Performance Indicator Systems (KPI’s)
3. 5 S Methods
4. SMED(Single Minute Exchange of Die)
5. Kaizen(Innovation)

* Microsoft Office (MS Word, MS Excel, MS Power Point) Internet & Email.
* Painting Skills.(Artist Work)
* Decorations and work

**Personal Details**

* Nationality : Sri Lankan
* Date of Birth : 26th April 1985
* Marital Status : Single
* Language Known : Sinhala, English, Hindi
* Height : 174 Cm
* Weight : 76 Kg
* Visa Status : Visit Visa

**First Name of Application CV No:** **1668432**

Whatsapp Mobile: +971504753686

