***NISHARA***

[***NISHARA.369730@2freemail.com***](mailto:NISHARA.369730@2freemail.com)

***MY MOTTO: PRACTICE MAKES PERFECT***

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**Career Objective**

Seeking a challenging career by giving all my skills to the profession &awaiting an initiative role

**Work Experience**

***MOP – Administrator (Secretary) (January 2016 – Present)***

Working as an Administrator (Secretary to the Manager of Master Operations Planning) at Cargo Services – Qatar Aviation Services, Subsidiary of Qatar Airways

***Airside Support Agent III (June 2014 – December 2015)***

Worked as an Administration Assistant (Airside Support Agent III – Airside Admin Team) at Qatar Aviation Services, Subsidiary of Qatar Airways

***Contact Center Officer (October 2013 – May 2014)***

Worked as a Contact Center Officer (Telephone Operator- Sri Lankan Airlines General Line) at Hellocorp (Pvt) Ltd (Sri Lankan Airlines Global Contact Center)

***Administrative Clerk and a Telephone Operator (March 2013 – August 2013)***

Worked as an Administrative Clerk and a Telephone Operator at Aitken Spence Cargo (Pvt) Ltd

***Receptionist cum Telephone Operator (October 2012 – March 2013)***

Worked as a Receptionist cum Telephone Operator at Aitken Spence Cargo (Pvt) Ltd

***Management Trainee (May 2012 – October 2012)***

Worked as a Management Trainee at Human Resources Dep at Aitken Spence PLC

**Professional Qualifications**

* Completed a Diploma in International Relations at Bandaranayke Center for International Studies
* Completed a Diploma in Personal Secretarial (English Medium) at National Apprentice and Industrial Training Authority (NAITA), Sri Lanka

Shorthand Speed: 60w.p.m

Typing Speed: 70w.p.m

- B-TEC Diploma in computer at IDM Computer Studies, Sri Lanka

* + - Successfully completed 3 stages of computer diploma at TEC Sri Lanka, Sri Lanka
    - Successfully completed The Certificate in English for Living “N” Vocations (CELV) at National Apprentice and Industrial Training Authority (NAITA), Sri Lanka
    - English Course in Varsity Institute, Sri Lanka
    - Media Course in DS Media School, Sri Lanka
    - Successfully completed following courses with Qatar Airways
* Safety Management System (Office Staff) – Sep 14
* Aviation Security Awareness Release 2014 - Sep 14
* One world Staff Travel Procedures (For Reservation & Ticketing Staff) - Sep 14
* One world Introduction REL 2014 - Sep 14
* One world Frequent Flyer Program - *Sep 14*
* One World Events - *Sep 14*
* Airside Safety Awareness – *Dec-14*
* ACC3 Validation - *Dec-14*
* One World Ground Services REL 2014 – *Mar-14*
* Global Knowledge Assessment – ECOM – *Mar-15*
* Quantum Modules – Budgeting System – *Mar-15*
* Telephone Enquiry Center Version 2015 – *Jul-15*
* One world Events Release 2015 – *Jul-15*
* Managing (for) performance – *Oct-2015*
* Aviation security Awareness for Cargo Release 2016 – *Jan-16*
* ACC3 Validation 2016 – *Jan-16*
* Aviation Security Awareness eRelease 2016 – *Mar-16*
* HR Xchange (Recruitment & Selection (About the areas of Recruitment and selection-Employee Assessments) - Describe different types of applications or assessments, Recognize opportunities for assessments, Explain the roadmap for selection & assessment) – *Jun-16*
* Fire Safety in Accommodation – *Aug-16*
* Microsoft Excel Module 2 – *Aug-16*
  + *Advanced file tasks*
  + *Using file management tolls*
  + *Working with arrays, functions & formulas*
  + *Working with names & ranges*
  + *Working with tables*

* + *Working with records & filters*
  + *Adding symbols, equations & shapes*
  + *Working with spark lines*
* Microsoft Excel Module 3 – *Aug-16*
  + *Outlining & grouping data*
  + *Using data analysis tools*
  + *Using solver*
  + *Working with pivot table data*
  + *Using power pivot*
  + *Using the pivot chart tools*
  + *Using the VLOOKUP function*
  + *Using custom autofill lists*
  + *Linking, consolidating & combining data*
* Effective E-mail Writing 1 – *Oct-16*
* Time & Priority Management – *Nov-16*
* Influencing with Impact – *Nov-16*
* *Communicating across cultures workshop – Nov 16*
* *LEAP 1 OJT Learning Experience – Jan 17*

**Educational Qualifications**

***G.C.E. Advanced Level Examination – 2010***

**Subject** **Grade**

Logic and Scientific Method C

Sinhala C

English C

***G.C.E. Ordinary Level Examination – 2007***

**Subject** **Grade**

English A

Sinhala B

Dancing C

Social Studies C

Science S

Mathematics S

Buddhism S

Commerce W

**Extra-Curricular Activities**

* I had been an active member of Media Unit
* Worked for school Japanese Society, exhibitions and Workshops
* Participated to Provincial Educational Software Competition – 2006
* Participated to Inter School Quiz Competition organized by Lions Club International, Sri Lanka – 2007
* Placed 3rd in Recitation at the Divisional Level English Language Competition – 2007
* Participated to Senior Drama Competition and Placed 1st at the English Competition held by Kelaniya Educational Zone, Sri Lanka – 2006
* Annual English Day Competitions

3rd in Dictation – 2003

3rd in Copy Writing – 2003

3rd in Recitation – 2005

1st in Recitation – 2006

**Special Attributes**

Ability to communicate in English and Sinhala both orally and verbally Ability to learn fast

Creative by Nature

Ability to work with computers & possess good IT knowledge Passion of making challenges with courage and determination Energetic team player

Thrive in achieving organizational strategic

I hereby ensure that the above mentioned details are true and correct to best of my knowledge and I guarantee that I would work to the best of my abilities towards the betterment of the Organization together with other employees.