

**Ajith**

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# OBJECTIVE

I wish to work in your organization, where I have a scope to improve my all round performance which willserveasaplatformformetorisetomystrengthandofferbestservicestoyourorganization.Ipossess excellent communication skills and a wide assortment of capability in office management and sales and marketing attained through the ideal service for plentiful esteemed establishments.

# WORK EXPERIENCE

**Management Assistant** –Well On Trading & Contracting Co W.L.L **Doha Qatar** February, 2017 to June, 2018

* Prepare, route and maintain contract documents for administrative, official and conformed contract files in accordance with applicable register, policies and procedures.
* Review and check acquisition packages ensuring completeness, consistency, compliance with requirements and appropriate format and grammar.
* Data entry and retrieval for contracts and financial databases in support of contract administration and data calls. Prepare reports as required.
* May include servicing as team workload manager.

**Management Assistant** – Health Employee's Development Service's Co-Operative Society Ltd. **Sri Lanka**

February, 2016 to January, 2017

* To maintain all aspects of receipts & payment vouchers of the campaign.
* Maintain the necessary financial records in Sinhala /English.
* Timely issue finances to the district level officers.
* To maintain the financial disbursement records at district level.
* To maintain banking records as required.

**Cash Teller & Assistant Audit Officer** - District Co-Operative Rural Bank Union Ltd, Gampaha **Sri Lanka**, September, 2009 to January, 2016

* Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling **cashier's** checks, traveler's checks, and series e bonds; answering questions in person or on telephone; referring to other bank services.
* Registering all kind of cooperative societies which have fulfilled the qualifications and making requests as covering the relevant district as the jurisdiction.
* Supervision and regulation of registered societies.
* Approving development projects of the cooperative societies and providing required recommendations if receiving financial aids and follow-up activities of those projects.

**Salesman and Cashier** – Gulf Greetings General Trading LLC, **Dubai, UAE** June, 2007 to September, 2009

* Handle cash transactions with customers using cash registers.
* Scan goods and collect payments.
* Issue receipts, refunds, change or tickets.
* Redeem stamps and coupons.
* Make sales referrals, cross-sell products and introduce new ones.
* Resolve customer complaints, guide them and provide relevant information.
* Keep reports of transactions.
* Pleasantly deal with customers to ensure satisfaction.

**Supervisor at Packing Section** – Deaji Textile Company, **South Korea** May, 2000 to February, 2005

* Supervisesandcoordinatesactivitiesofworkersengagedinpackagingproductsandmaterialsfor storage or shipment: Studies production order to ascertain type and quantity of product, containers to be used, and other packaging requirements.
* Inspects products prior to packaging and returns rejected products to production departments.
* Observes packaging operations and inspects containers to verify conformance to specifications.
* Starts, adjusts, and repairs packaging machinery, or notifies maintenance department.

**Account Clerk** – Trophic Frozen Foods (Pvt) Ltd, Negombo, **Sri Lanka** June, 1998 to April, 2000

* Verifying the accuracy of invoices and other accounting documents or records.
* Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). Enters data into computer system using defined computer programs(SAP)
* Reconciles records with internal company employees and management, or external vendors or customers.

# PROFESSIONAL QUALIFICATIONS

* Diploma in Accountancy – National Institute of Co-Operative Development (NICD), Sri Lanka
* Diploma in English – Hebron English School
* Diploma in Computer- MS-OFFICE (MS Project, MS Office, MS Word, MS Excel, Windows Applications)

# ACADEMIC QUALIFICATIONS

* Passed G.C.E (Advance Level) Examination held by the Department of Examinations Sri Lanka
* Passed G.C.E (Ordinary Level) Examination held by the Department of Examinations Sri Lanka

# CORE QUALIFICATIONS

* Building good rapport with Partners
* Plan and design a faultless environment that will have a lasting impact
* Apply Accelerated-working strategies to boost up the moral
* Reconciling the output to maintain proper productivity with all applicable management

# PERSONAL DETAIL

* Date of Birth 16th of May, 1975
* Nationality Sri Lankan
* Marital Status Married
* Gender Male
* Visa Status Visit Visa
* Religion Roman Catholic