

SITHARA LAKMALI

SUMMARY

To work in position that utilizes my training and job experience and provides opportunity for advancement on various work areas, as well as to become involved in the organizational growth, development, mission and vision.

Employer : Rokon Al Farah Technical Services LLC
Position : Freelance Account Assistant cum Office Administrator.
Period : April, 2021 to December, 2022

Description of Duties:

- Preparation of Invoices and Debit notes.
- Manage the day to day petty cash system.
- Preparation and processing of payroll.
- Negotiating prices for service provided to other office and handling employees.
- Monthly review and analysis of balance sheet.

Employer : Eco Innovative Technical Services LLC
Position : Freelance Account Assistant cum Office Administrator
Period : July, 2019 to August, 2020

Description of Duties:

- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Completing financial reports on a regular basis and providing information to the finance team.
- File vouchers, bank statements and any general filling
- Sorting financial documents and posting them to the proper accounts
- Assist office staff in maintaining files and databases Monitors office operations

Employer : Majid Al Futtaim (Carrefour)
Position : Stoker cum Customer Service Assistant
Period : January, 2018 to January, 2019

Description of Duties:

- Participated in customer service operation by assisting and solving clients inquires in a courteous manner
- Managed stock through organizing and monitoring inventory to maximize efficiency
- Seamlessly ran data input into our ERP system to update and monitor our current stock in order maintain an adequate supply of products on shelves
- Prepared Inventory Reports to Carrefour management team
- Receive product in the store warehouse from our vendors which is then properly displayed in our selling floor with their correct product placement.



CONTACT DETAILS

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 sitharahewarahinduge@gmail.com

PERSONAL DETAILS

Name :
Hewa Rahinduge Sithara Lakmali

Date of Birth: 20th March 1995

Nationality: Sri Lankan

Passport Number: N7055717

Civil Status: Single

Visa Status : Own Visa

Visa Expiry Date: 23rd January 2025

SKILLS

- MS Office
- Quick Books
- Typing Speed
- Social media enthusiast
- Data mining
- Data base management
- Accounting
- Decision-making
- Teamwork
- Organizational Skills

LANGUAGE

- English - Fluent
- Sinhala - Expert
- Tamil - Intermediate

Employer : Global System Solutions International (PVT) Ltd
Position : SKU (Stock Keeping Unit) Repository Technician
Period : January, 2017 to July 2017

Description of Duties:

- Coordinated daily operation in close collaboration with customer
- Surveying the market for new products in the F&B industry, which is then recommended to the client
- Conduct a detailed report on the recommended product which entails products description, desirability and selling points
- Adding new market items to the system
- Update the SKU system daily and make corrections.

Employer : Union Assurance PLC (Service Provided to Nations Trust Bank PLC)
Position : Bancassurance and Customer Service Representative
Period : October, 2015 to January, 2017

Description of Duties:

- Deciding if application of insurance cover should be accepted, evaluate the risk and exposures of client
- Handling of full process of customer service operations related to Credit Cards/Personal Loans and Bancassurance
- Making Quotations for Clients
- Assist the customer in choosing the most suitable insurance plan and investment plan
- Follow-up daily bank customers and introduce about insurance plans, investment plans.

ACADEMIC QUALIFICATION

- Completed General Certificate of Education Ordinary Level exam in 2011.
- Completed high school studies (General Certificate of Education Advanced Level Examination) in Commerce stream 2012 to 2014.
- Certificate English Course at Sri Jinarathana Academy in 2012.
- Computer Literacy course at Technical Engineering College in Sri Lanka in 2002.
- Diploma in Information Communication Technology Course at Open Arc Campus in 2015.
- Technical Competency Examination (Life) at Sri Lanka Insurance Institute 2016.
- Member of Institute of Bankers of Sri Lanka.
- English Diploma Course at British Academy for English Learners in 2017.
- Food Safety and Hygiene Training Basic Level at UAE in 2018.
- Intermediate Applied in Banking and Finance course at Institute of Bankers of Sri Lanka. (in process)

I hereby declare that all information provided above is true and accurate to the best of my knowledge.



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H.R.S. Lakmali