

# THARAKA CHATURANGA

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● Visa Status : Visit    ● Nationality : Sri Lankan    ● PP No : N9443953

## EXPERIENCE

**Business Owner** 12/2012 - 01/2024  
**Emac Clothing Company** Colombo, Sri Lanka

- Oversee day-to-day operations of the garment manufacturing facility, ensuring efficiency, productivity, and quality control.
- Coordinate with suppliers, vendors, and logistics partners to ensure timely delivery of raw materials and finished products.
- Provide excellent customer service, address customer inquiries and complaints promptly, and maintain customer satisfaction

**Business Owner** 12/2007 - 01/2024  
**Emac Digital & Textile Printing** Colombo Sri Lanka

- Perform general clerical duties, including data entry, filing, photocopying, and scanning documents.
- Maintain electronic and physical filing systems to ensure accurate record keeping and easy retrieval of information.
- Answer phone calls, take messages, and route calls to the appropriate departments or individuals.
- Assist with scheduling appointments, meetings, and travel arrangements for staff members.
- Update and maintain office supply inventory, reorder supplies as needed, and ensure office equipment is properly maintained.

**Production assistant** 03/2004 - 12/2007  
**SM Colour pix** Nicosia, Cyprus

- Customer care
- Operating Digital Printing heat press Machines
- Vinyl Sing Cutting & installing
- Making Sing Boards
- Graphic Designing
- Delivery prosses

**Call Center Executive** 01/2003 - 05/2003  
**BOP Services** Location

- Call centre executive

**Data Entry Operator** 02/2002 - 12/2002  
**Ennodata Lanka (Pvt Ltd)** Colombo, Sri Lanka

## EDUCATION

**High school diploma** 01/2007 - 12/2007  
**Casa College** Nicosia, Cyprus

- Diploma in Bussiness Studies

**GCE Advanced Level** 01/2021 - 12/2021  
**D.s Senanayake College** Colombo, Sri Lanka

- Commerce stream

**Ms Office + Expert Computer Keyboard skills for Windows** 01/2002 - 12/2002  
**Langway Institute.Sri Lanka.Colombo** Sri Lanka



## SUMMARY

I'm a strong outgoing individual who can rise to any challenge, situation,work under Pressure and meet deadlines. I have good communication skills and consider Myself to be both a team player and also able to work well individually. I have gained Valuable experience in well established relationships with a proven track record and having An outstanding working relationship with colleagues, staff and supervisors.

## SKILLS

Data Entry · Ms office Excel Ms word · Graphic Design · Windows · Social media marketing · Google workspace

## LANGUAGES

English Advanced ●●●●●  
Hindi Advanced ●●●●●