

KUSHANI UTHURAWELA

ADMINISTRATIVE OFFICER

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Visa Status: Visit Visa (Expires on 30/11/2024)



OBJECTIVE

An administrative officer with over 6+ years of experience in effectively assisting to the office operations and supporting organizational objectives. Expertise in handling a wide range of office software and administrative tasks including financial administration, scheduling, document preparation, preparing reports and comprehensive data entry. Focused on building a positive work atmosphere and applying my administrative skills to support the team's success and enhance overall efficiency. I'm Seeking a new opportunity as an administrative officer, where I can leverage my skills and experience to contribute to an organization's success.

WORK EXPERIENCE PROFILE

Administrative Officer

Leader Kaijie Battery (Pvt) Ltd

December 2023 to October 2024

Sri Lanka

- Executed minor procurements while maintaining 8% cost efficiency from the expected budget
- Experienced a reduction in repair costs by 22% for all the machinery items compared to the previous year
- Maintaining finger print and Documentation duties regarding leave records of the employers
- Documentation duties regarding Runners Allowances
- Providing assistance to clients or visitors, both in person and over the phone
- Co-operate to day-to-day office operations such as scheduling meetings, calendar appointments, documentation works, inventory management, Sorting and distributing mail, drafting emails, Communication and collaboration across departments and ensuring timely responses to inquiries

Administrative Officer

Ministry of Defence

May 2018 to December 2023

Sri Jayewardenepura Kotte, Sri Lanka

- Successfully processed Slips payments, reducing processing time by 20%
- Handling ERP system (CIGAS/ITMIS) 100% accuracy, decreasing inquiries by 30%
- Assist with basic bookkeeping tasks, including invoicing, Vote ledgers & Deposit ledgers maintain
- Administered Payment vouchers and send for them to payment procedure
- Prepare bank reconciliation for the relevant months
- Financial administration
- Data Entry and Record Keeping
- Handling sensitive information with discretion and maintaining confidentiality at all times
- Providing administration assistant such as scheduling meetings, documentation works, inventory management, Sorting and distributing mail, drafting emails and ensuring timely responses to inquiries

EDUCATION QUALIFICATIONS

Bachelor's Degree in Economics, GPA-3.40, University of Peradeniya, Sri Lanka

PROFESSIONAL QUALIFICATIONS

- Certificate in Information Technology, University of Peradeniya, Sri Lanka
- Certificate in Skills development for office management, Institute of labor studies, Sri Lanka
- Certificate in professional telephone skills and etiquette, Sri Lanka Institute of Tourism and Hotel Management

SOFTWARE KNOWLEDGE

- ERP Systems (CIGAS, ITMIS)
- STATA Statistical Software
- Microsoft Office
- Internet/ Email

ADDITIONAL EXPERTISE

- Documentation Skills
- Coordinating & Organizing Skills
- Customer Service
- Phone Etiquette
- Data Analysis and Reporting Skills
- Communication Skills

DECLARATION

I hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

Last Update on 03rd October, 2024.