

Salindi Senadeera

Admin & HR Assistant

407 NED building, Al mahkool, Burjuman, Dubai

0563900437

salindisenadeera9@gmail.com



I'm a professional Admin & HR Assistant who is passionate to explore new challenges. Currently, I'm in the UAE while seeking an opportunity to gain international exposure to develop myself to contribute my best outcome towards the organization in which I'm going to work experience through different types of industries such as E-commerce, Cooperate & Hospitality during the last 06 years.

WORK EXPERIENCE

Admin & HR Assistant

2018 - 2023

Abans (Pvt) Ltd, Sri Lanka

- Support all internal and external HR-related inquiries or requests.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars
- Manage phone calls and correspondence
- Develop and maintain a filing system
- Prepare and monitor quotations & invoices
- Organize travel arrangements for Office staff.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Coordinating with Suppliers for Quotations and Deliveries. Working on EDMS & WPS
- Maintain up-to-date employee holiday records Preparation of expense reports
- Handle sensitive information in a confidential manner

Data Entry & Marketing Coordinator

2017 - 2018

R & G Capital (Pvt) Ltd, Sri Lanka

- Gathering invoices, statements, reports, personal details, documents, and information from employees, other departments, and clients.
- Prepare for stock take and ensure all the goods are barcoded correctly and ensure the stock reports.
- Monitor and order office supplies, ensuring adequate stock levels and updating system on-time
- Assisted customers in navigating products/services, provided product information, and processed orders.
- Resolved customer complaints, identified root causes, and implemented effective solutions to ensure customer satisfaction.
- Capturing data into digital databases and performing regular backups.
- Updating and maintaining databases, archives, and filing systems.

EDUCATION

BSc (Honors) Computer Security

University Of Plymouth (UK)

2020 - 2023

Diploma In English

Esoft Metro Campus

2020 – 2021

SKILLS

- Ability to meet goals and deadlines
- Excellent verbal and written communication
- Administrative coordination and support Mail
- Strong customer service and interpersonal management
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Document management
- Ability to work in a shift environment