

Ajith Dissanayake

OFFICE ASSISTANT/ OFFICE BOY

Dedicated and highly organized Office Assistant with 10 years of experience in efficiently managing office operations and providing excellent administrative support. Seeking an opportunity to contribute my skills and experience to a dynamic organization.



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📍 Dubai, United Arab Emirates

EDUCATION

BACHELOR OF ART

University of Sri Jayewardenepura

01/2001 - 06/2005

WORK EXPERIENCE

Office Boy

Karibi consultant LLC

06/2023 - Present

World trade center Dubai

Achievements/Tasks

- Managed daily office cleanliness and ensured a neat and organized workspace.
- Distributed incoming and outgoing mail and packages to appropriate personnel.
- Assisted in setting up meeting rooms and preparing refreshments for meetings and events.

Office Assistant

Ratmalana Technical college, Local Government Sri Lanka

06/2012 - 04/2023

Colombo

Achievements/Tasks

- Effectively manage office tasks, including managing incoming calls, emails, and mail correspondence.
- Schedule and coordinate appointments, meetings, and travel arrangements for senior staff.
- Maintain and update office records, files, and databases, ensuring easy retrieval and confidentiality.

Office Assistant

Department of Local Government, Uva Provincial Council

01/2008 - 05/2012

Achievements/Tasks

- Handle office supplies inventory, ordering, and maintaining stock levels to ensure smooth operations.
- Assist in the preparation and distribution of reports, presentations, and documents & Handle general office duties such as photocopying, faxing, and filing.

Office Boy

MAS Holdings

03/2005 - 12/2007

Achievements/Tasks

- Responsible for running errands, including banking, post office visits, and purchasing office supplies.
- Provided support for various administrative tasks as needed, including data entry and filing.

SKILLS

Excellent organizational skills with a strong attention to detail.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Strong communication and interpersonal skills.

Knowledge of office equipment and maintenance.

Time management and problem-solving abilities.

Exceptional customer service skills.

Ability to multitask and prioritize tasks effectively.

ORGANIZATIONS

Time management and problem-solving abilities. Strong communication and interpersonal skills.

LANGUAGES

English

Full Professional Proficiency

INTERESTS

community survey

problem solving

Book club

Costumer service