

# Duminda Rathnayaka

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## Summary

I am dedicated, organized and methodical individual with 14 years' work experience. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

## Education

### **Rajarata University of Sri Lanka**

B.Sc. (General) in Applied Science

2005 - 2009

- Graduated in English medium with Chemistry and Biology as core subjects and subjects related to food technology.

## Skills

- Communication
- Interpersonal Skills
- Time Management
- Team Work
- Problem solving
- Project Management

## Languages

- Ability to Speaking, Writing, Reading and Listening English

## Awards

- ISO 22000(HACCP) Auditing Certificate
- Productivity Improvement through -
- Counseling Certificate
- MS Office Computer Diploma
- Basic English Course certificate
- Disciplinary procedure certificate

## Work history

### **Cargills (Ceylon) PLC**

Sales Assistant

2004 - 2005

- Greeting customers and offering assistance
- Recommending products or merchandise to help customers
- Stocking merchandise and creating displays
- Taking inventory and monitoring sales floor

### **Orient Lanka Confectionary Pvt.Ltd**

Production Supervisor

2010 - 2012

- Managing production lines to meet safety, quality and productivity goals
- Managing labor and line density to achieve the financial goals of lines
- Ensuring daily customer production demands are met and communicated to customers
- Ensuring all dispositions are done with the product for a daily/shift basis
- Preparing and maintaining all production reports to production manager
- Troubleshooting and problems solve with other teams members, training, disciplining and evaluating direct report
- Analyzing production, quality control, maintenance and other operational production problems and correct or make recommendation for correction in a timely basis

### **Renuka Agri Food PLC**

Production Executive

2012 - 2013

- Supervise and mentor production staff
- Ensure that production deadline budget are met
- Troubleshoot and resolve production issues

### **Government of Sri Lanka**

Development Officer

2013 - 2023

- Coordinates and manages community growth projects
- Prepares and reports progress on projects monitoring until complete
- Research, collection of information and data preparation of reports, assistance to prepare new procedure, guideline, organization of meeting, preparation of agenda and minutes of meetings, obtaining information through e-mail and telephone.
- Handling incoming calls and other communications
- Greeting clients and visitors as needed
- Updating paperwork, maintaining documents
- Handling photocopy machine, fax machine and scanner