



Summary

I am dedicated, organized and methodical individual with 13 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 with in 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(GPA 2.28)



Experience

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, organisation of meeting, preparation of agenda and minutes of meetings, obtaining information through e-mail and telephone.



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Awards

- NVQ Level 3 - Caregiver
- MS Office Computer Diploma
- Basic English Course certificate
- Disciplinary procedure certificate
- Productivity Improvement through Counseling
- ISO 22000(HACCP) Auditing Certificate

Skills

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

Languages

- Ability to Speaking, Writing, Reading and Listening English

Interest

- Gardinning, Hiking, Environmental Exploration

References

- Mrs. Thejani Thilakarathne, District Secretary, District Secretariat Office, Matale, Sri Lanka
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