

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

2005 - 2009

B.Sc. (General) in Applied Science

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

2010 - 2012

Production Supervisor

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

2012 - 2013

Production Executive

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

Government of Sri Lanka

2013 - 2023

Development Officer

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,
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