

DEVINDA SENAL

OPERATION COORDINATOR / DOCUMENT
CONTROLLER



CONTACT

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- Al Khalidiya, Abu Dhabi, UAE
- Nationality - Sri Lankan

SKILLS

Microsoft Office

Inventory Management

Document Control

Data Analysis

Planning and Organising

Event Planning

HR Coordinate

Administrative

EDUCATION

Diploma in Computer Applications in Business

University of Colombo

2014-2015

Certificate in Microsoft Office

JMC School of Computers

2012-2013

LANGUAGES

English

Sinhala

Hindi

PROFILE

A hard-working person who likes to face and work in a challenging environment. Has skills for teamwork and high skills for achieving personal and company goals. Highly organized, self-motivated, and Computer literate. I prefer to obtain a challenging job and rise up to a higher position in the relevant field of my knowledge by utilizing my skills, attitudes, and knowledge for the attainment of personal and organizational goals

WORK EXPERIENCE

Operation Coordinator/Document Controller

Khalid Obaid Building Cleaning Service - Dubai (1 Year) 2023 to Present

- Employees Attendance and Work Location Updating.
- Social Media Marketing Handled (Instagram)
- Making Salary Slips and Arrange the Salaries
- Preparing Company Business Quotations and Invoices
- Preparing Company Expenses and Income Details

HR & Administrative Executive

Hela Apparel Holding (4 Years) 2019-2023

- Planning and coordinating administrative procedures and systems in the factory and devising ways to streamline processes.
- Recruiting and training personnel & allocate responsibilities and office space.
- Assessing staff performance and providing coaching and guidance to ensure maximum efficiency
- Manage schedules and deadlines for admin-related KPIs
- Monitor the key responsible areas of security, housekeeping, transport, meals, and event organizing
- Keep abreast of all organizational changes, admin changes and implement cost-saving projects.

Document Controller

Hela Clothing (5 Years) 2014-2019

- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Monitor costs and expenses in assisting with budget preparation.
- Oversee facility services, maintenance activities, and supplier negotiations
- Ensure operations adhere to policies and Sop's regulations
- Providing QA check all information coming into the system and processes accordingly.
- Monitoring control of project-wide data and records in the DMS database.
- Developing a training system on document protocols
- Supporting senior staff on routine and ad hoc project-wide assignments.

REFERENCES

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