



# CHAMITHA RATHNAYAKE

## EXECUTIVE ASSISTANT

To support the supervisors and management team with problem-solving skills, effective teamwork, and respect for deadlines while providing administrative and entry-level talents with the goal of proving myself and growing with the company.

### CONTACT

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📍 Al Barsha, Dubai, UAE

### SKILLS | EXTRAS

- Knowledge of office management systems and procedures
- Excellent time Management and prioritize the work schedule
- Proficiency in MS Office ( including Power Bi and Power Apps)
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

### License and certifications

- ISO 9001 : 2015 QMS leader auditor certification : certified by SGS PVT Ltd
- Excel Skills for business essentials Offered by Marcuria University

### PERSONAL DETAILS

- Gender : Male
- Civil Status : Single
- Language Known : English

### WORK EXPERIENCE

#### Executive Assistant

MAS Holdings, Sri Lanka.

2022 Jan - 2023 Nov

- Assist to the deputy general manager with all reports and record tracking
- Schedule and plan meetings with taking detailed minutes
- Prepare presentations and relevant excel reports for the management team
- Develop and maintain a filing system according to the 5S methodologies
- Arrange travel arrangements for the management team by oracle system
- Involve in department budget preparation
- Experience in SAP system
- Responsible for the employee grading process and annual promotions process
- Supervise more than 100 team members for archive daily targets

#### Data Entry Clerk

JAT holdings, Srilanka

2020 Dec - 2021 Nov

- Enter and maintain employee recruitment and personal details to the excel data base
- Assist the production planning executive with prepare planing schedule
- Prepare and maintain company SOP and STW sheets

### EDUCATION

- **Bachelor of Science** 2017-2020  
**University of Sri Jayawardenepura, Sri lanka**  
Completed Bachelor of Science in applied sciences with second class degree
- **Diploma in Information Technology** 2016 - 2017  
Esoft Metro Campus, Srilanka
- **Completed Advance level examination** 2012 -2015  
Richmond College Galle, Sri Lanka