



R É S U M É

Sachitra Vimani Amarasinghe

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Career Objective

- Very excellent in time management skills and the ability to do multitask work. Looking forward to working as an admin assistant where I can utilize my nine years of experience in admin support functions.

Employment History

Feb 2023 - Current **Administrative Officer**

ACH Education Pvt Ltd

Responsibilities:

- **Administrative Officer**
 - Performed comprehensive data entry tasks, ensuring accurate and timely record-keeping.
 - Handled customer inquiries and issues, providing high-quality service and support.
 - Operated telephone systems, managing incoming and outgoing communications effectively.
 - Managed petty cash transactions, maintaining accurate financial records and receipts.
- **University Admissions Officer** Managed the capture and processing of university applications. Assisted in admission procedures, ensuring a smooth and efficient application experience for prospective students.

Aug 2020 – Aug 2021 Administrative Assistant

RR Donnelley Outsource Pvt Ltd

Responsibilities:

- Prepare reports, presentations, and other documents for the executives as required.
- Organize and maintain the office filing system, including electronic and hard copy documents.

Jan 2020 – July 2020 **Data Entry Operator**

Intelligent Image Management Lanka (Pvt) Ltd

Responsibilities:

- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

Nov 2018 – Dec 2019 Graphic Designer & Data Entry Operator

Global Systems Solutions International Pvt Ltd

Responsibilities:

- All graphic artworks for book designs.
- Data entry operator

Feb 2018 – Sep 2018 Graphic Designer

Rainco L&S Wallspan Pvt Ltd

Responsibilities:

- Create leaflets, banners, branding flags.
- Doing social media campaigns as social media marketing, digital marketing, and e-marketing.
- Create office staff Identity cards and Business cards for the staff in the organisation.
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Nov 2012 – Jan 2018 Graphic Designer & Administrative Assistant

Innodata Lanka Pvt Ltd

Responsibilities:

- **Data Analyst**
 - Conducted detailed data entry operations, contributing to the accuracy of the company database.
 - Prepared monthly reports, synthesizing data into actionable insights for strategic planning.
 - Developed end-of-month reports, facilitating timely assessments of business performance.
- All graphic artworks for book designs.
- Making sure that colours and other things are in the right shape before printing and correcting everything and setting up the design.

May 2010 – Aug 2012 Graphic Designer

Furnifits Ltd

Responsibilities:

- Trophy design and commemorative artworks as per customer's requirement.
- Supportive staff member in the production activities.

Educational Qualifications

2017	PHOTOGRAPHY CERTIFICATE COURSE NATIONAL ASSOCIATION OF PHOTOGRAPHERS SRI LANKA
2008	DIPLOMA IN GRAPHIC DESIGN INGRIN INSTITUTE ,COLOMBO
2007	ENGLISH CERTIFICATE COURSE SVS SCHOOL FOR ENGLISH, COLOMBO
2007	ENGLISH CERTIFICATE COURSE BRITISH COUNCIL ,COLOMBO
2006	G.C.E ADVANCED LEVEL
2003	G.C.E ORDINARY LEVEL

SKILLS

- Multi-Line Phone Proficiency
- Advanced Clerical Knowledge
- Filing and data archiving
- Travel coordination
- Adobe Illustrator
- Adobe Photoshop

Additional Experience

- A Freelance Photographer/Photo Editor/Video Editor
- A Volunteer of VForce Capital Maharaja Group
- A Member of the Media Unit (New Covenant Life Centre Church Sri Lanka

Personal Details

Nationality: Sri Lankan
Languages: English/Sinhala
Marital status: Single
Date of Birth: 17.08.1987

Reference

Mrs.Chanaka Palihakkara | Managing Director | ACH Education Pty Ltd, Australia

Various geographical locations as detailed below:
Head office: 15 Jacqui Avenue, Schofields 2762 NSW
Regional Office: 831, Ethul Kotte, Kotte, Sri Lanka

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