



DEWMINI KARAWITA

Office Assistant

ABOUT ME

I tend to work in a challenging atmosphere which provides me the opportunity to learn and grow which can contribute to the success of an organization.

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chalanidew@gmail.com

Al Nahda 01, Sharjah,
UAE

PERSONAL DETAILS

- Full Name – Chalani Dewmini Karawita
- D.O.B. – 1996.10.25
- Visa Status– Spouse Visa (2 Years)
- Nationality– Sri Lanka

EDUCATIONAL QUALIFICATIONS

- **Bachelor of Social Sciences (General)**
External Degree in Environmental and Development Studies
University of Sri Jayewardenepura, Sri Lanka (Reading – Online)
- **Professional Certificate Course of Human Resource Management**
Ministry of Youth Affairs & Skill Development National Youth Service Council, Sri Lanka.
- **Professional Certificate Course of Information & Communication Technology**
Ministry of Youth Affairs & Skill Development National Youth Service Council, Sri Lanka.

WORK EXPERIENCES

TEACHER

JMC Collage International, Sri Lanka
2023–2024

- Sinhala – Sinhala Medium (Grade 5 to 11)
- Geography – English Medium (Grade 6 to 9)
- Information & Communication Technology (ICT) – English Medium (Grade 6 to 9)

OFFICE ASSISTANT

Siyosip Higher Education (Pvt) Ltd, Sri Lanka
2022– 2023

- Assisting with lesson plans.
- Attending student & parent complaints.
- Collection of Students Fee.
- Attending meetings.
- Preparation of monthly payroll.
- Maintaining a clean and organized classroom.
- Maintain proper records of student's attendance.

ASSISTANT – HUMAN RESOURCE

Central Management Services (Pvt) Ltd, Sri Lanka
2021– 2022

- Assist with the recruitment process.
- Forecasting future recruitment need.
- Assist with performance management procedures.
- Updating HR policies.
- Ensure compliance with all employment laws and regulations.
- Staying updated on changes in labor laws and industry standards.
- Checking the accuracy of monthly payroll.
- Maintain employer's personal files and records.
- Schedule meetings, interviews, and other company events.
- Maintain company's calendar.
- Maintain employment contracts.
- Maintain proper records of employee attendance and leaves.

JUNIOR EXECUTIVE – ACADEMIC SERVICE

KAATSU International University, Sri Lanka
2019– 2021

- Coordinating visiting and internal lecturers.
- Maintain degree program timetables.
- Maintain and organize HR-related documentation and records.
- Maintain department attendance and leave.
- Schedule meetings and lectures via online and physical.
- Maintain company's calendar.
- Contribute to maintaining a positive work environment.
- Preparation of monthly payroll.

SKILLS

- Problem Solving
- Time Management
- Teamwork
- Critical Thinking
- Adaptability
- Communication Skill

LANGUAGE

English
Sinhala

DOCUMENT CONTROLLER

Minister of Fisheries and Aquatic Resources Development,
Sri Lanka

2017-2019

- Processing letters with Microsoft Word.
- Typing documents with "Unicode".
- Designing and preparing presentations and documents in Power Point.
- Associate with Microsoft Excel and Office Packages.
- Perform other relevant duties assigned.

EXTRA-CURRICULAR ACTIVITIES

Sri Rahula Maha Vidhyalaya, Mulleriyawa, Sri Lanka

- ♦ Senior Prefect – 2011/2012
- ♦ Member of the School Sport Club – 2009/2012
- ♦ Corporal – Cadet Corps – 2011/2012.

Bomiriya Central College, Kaduwela, Sri Lanka

- ♦ Member of the School Sport Club – 2013/2015

Siri Seela Wimala Dhamma School, Mulleriyawa, Sri Lanka

- ♦ Member of the Teaching Staff – 2016/2024
- ♦ Deputy Head Prefect – 2014/2015
- ♦ Senior Prefect – 2010/2014

Other

- ♦ Active Member of the Sri Lanka Youth Society.

REFERENCE

Reference available on request.