



# N.P.A.G. ROSHAN

## Administrative Manager

### Contact Me



+94 717 333 498  
+94 777 259 425



npagr90@gmail.com



126 | C | 4, Weboda South,  
Weboda, Srilanka

### Other Info

### Skills

Capable of doing MS Office

Organisational, Time Management, IT Problem Solving, Communication Negotiation, Adaptability, Teamwork, Creativity, Leadership, Interpersonal skills, Work ethic, Attention to details, Managing Responsibility, Openness & Supervising

Quick Learner

### Languages

English :- Proficient User  
Sinhala :- Mother Tongue

### Interest

Music, Travelling



### About Me

To gain a respected and stable managerial position within next five years' time and to have more knowledge experience in the corporate world to achieve more.



### Experience

2018 - Present

#### Sisira Construtions Works (Pvt) Ltd | Administrative Manager

Reporting to the President & CEO, the Administrative Manager is the first point of contact for all staff and guests. The Administrative Manager is responsible for creating an engaging office environment and positive interactions with all visitors and staff. The Administrative The manager works within Community Link's policies and procedures to oversee the day-to-day administrative operations. The Administrative Manager works actively, internally and externally with the out-source vendors to ensure that the organization's Finance, IT and Human Resources needs are met. The Administrative Manager assists with the preparation of the payroll and with personnel administration. The Administrative Manager assists the President & CEO in preparing for the Board of Directors and other governance meetings. Ultimately, the Administrative Manager is responsible for assuring that the organization has the administrative support necessary to conduct its business and fulfill its mission.

2018 - 2020

#### Softlogic Life insurance plc | Insurance Advisor

An insurance advisor provides financial advice to clients on retirement planning, investing, and protecting against risks. Insurance advisors complete a financial needs analysis with clients, which includes assets and liabilities, tax status, existing insurance, and risk analysis.

## Personal Details

FULL NAME:- Nanayakkara  
Palliyaguruge Abeywickrama  
Gunarathna Roshan

NAME WITH INITIALS:-  
N.P.A.G. Roshan

DOB:- 09/08/1990

NATIONALITY:- Srilankan

GENDER:- Male

MARITAL STATUS:- Married

NIC No:- 199022201239

PASSPORT No:- N6971932

## References

Thimesha Ishan Angunnagamage  
EQ Holdings :- Ambassador  
Mail - thimeshaishan58@gmail.com  
Mobile - +971 56 70 50 228

Mr.Buwaneka Dumindu Amarasinghe  
Relationship Manager  
Corporate Banking Unit  
Commercial Bank of Ceylon PLC  
Mobile - +94 774 672 660  
Office - +94 112 486 409

2013 - 2018

### Ashee Collection (Pvt) Ltd | Showroom Manager, Cashier in Charge

Assisted and trained cashiers in sales techniques, providing excellent customer service, problem solving and Daily cash balancing operations, prepared cashier, operations and revenue reports, Maintained and managed work flow of 40 employees, Assisted in balancing cash drawers and store safe, Assisted with daily store opening and closing procedures, Computed and record totals of transactions on a daily basis and recorded data, Answered customer questions, and provide information on procedures or policies, Ensured that each customer receives outstanding service by providing a friendly environment.

2010 - 2011

### Business Solution System (Pvt) Ltd | Executive Document Controller & Distributor

Document Controllers are required to upload, download, checking, monitoring, distributing documents, client coordinating, backups, prepare & update status reports, develop and implement processes related to document control and management. They work with a project team in order to implement systems of control. These workers also manage the process of distribution of internal correspondence and ensure good relationships with external and internal clients.



## Education

2006 - 2006

### Rahula College Matara Sri Lanka

#### | G.C.E ORDINARY LEVEL

G.C.E ORDINARY LEVEL PASS

2009 - 2009

### Rahula College Matara Sri Lanka

#### | G.C.E ADVANCE LEVEL PASS, ART STREAM

G.C.E ADVANCE LEVEL PASS, ART STREAM

2007 - 2008

### Matara English School | Diploma In English

Result:- Successfully Completed

2010 - 2011

### TOFEL Matara | Certificate Course In Information Technology & English

Result:- Successfully Completed

Areas of studied:- Microsoft Office Package, Internet & Email, C# Programming, Adobe Photoshop.