

DEWMINI KARAWITA

Office Assistant | Document Controller | Receptionist | Data Entry

+971 507049829 @dewminikarawita9@gmail.com Al Nahda, Sharjah, UAE

Visa Status – Spouse Visa (2 Years)

Nationality – Sri Lankan

DOB – 25.10.1996



EXPERIENCE

Teacher

JMC Collage International, Sri Lanka 03/2023 - 07/2024

Roles and Responsibilities

- Proficient in creating lesson plans.
- Guiding and counseling students with academic problems & special academic interests.
- Collaborating with administrators to develop classroom policies, management strategies & discipline methods.
- Participating in preparation for the school annual curriculum.
- Subjects taught;
 - Sinhala - Sinhala Medium (Grade 5 to 11)
 - Geography - English Medium (Grade 6 to 9)
 - Information & Communication Technology (ICT) - English Medium (Grade 6 to 9)

Executive - Human Resource & Administrative

Central Management Services (Pvt) Ltd, Sri Lanka 06/2021 - 02/2023

Roles and Responsibilities

- Recognizing the manpower needs and taking them to the HR manager for approval.
- Creating job descriptions for various roles and advertising them on various platforms.
- Assisting the recruitment process by reviewing CVs and shortlisting candidates.
- Assist with performance management procedures.
- 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 proper records of employee attendance and leaves.
- Basic knowledge in ERP systems.

Assistant - Human Resource & Administration

KAATSU International University, Sri Lanka 02/2019 - 05/2021

Roles and Responsibilities

- 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 online and physically.
- Maintain company's calendar.
- Basic knowledge in ERP systems.

Document controller

Minister of Fisheries and Aquatic Resources Development, Sri Lanka 08/2017 - 01/2019

Roles and Responsibilities

- Maintain and organize HR related documentation and records.
- Processing letters with Microsoft Word.
- Typing documents with "Unicode".
- Design and prepare presentations and documents in Power Point.
- Associate with Microsoft Excel and Office Packages.
- Perform other relevant duties assigned.

SUMMARY

Dedicated human resources professional with extensive experience in HR administration, training, and recruitment, along with a strong commitment to fostering positive workplace environments. Proven track record in managing HR activities and supporting organizational goals, particularly through employee development programs.

Additionally, an experienced, enthusiastic and focused teacher who is totally committed to safeguarding and always promoting the education and well-being of children & young people.

SKILLS

People Leadership

Communication & Networking

Efficiency

Professionalism

Technology Integration

EDUCATION

Bachelor of Social Sciences

University of Sri Jayewardenepura

2021 - Present Sri Lanka

- External Degree in Environmental and Development Studies

Professional Certificate Course of Human Resource Management

National Youth Services Council

2018 Sri Lanka

Professional Certificate Course of Information & Communication Technology

National Youth Services Council

2016 Sri Lanka

LANGUAGES

English Proficient ●●●●●●

Sinhala Native ●●●●●●