



# Induranga Fernando

## General Assistant

Currently reside in Dubai , Holder of Visit visa

Visa Status : Visit

Expiration : June

Nationality : Sri Lankan

Age : 25Y

### Contact

**Address:**

Al Nahda 2, Dubai

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**Email:**

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### Languages

English

Sinhalese – Native Speaker

### Education

- Advanced Diploma  
Administration and Secretarial Proficiency  
National Institute of Business Management  
(NIBM) – Sri Lanka  
**Completed** - 2023
- One Year Audit Training – Audit Firm  
Business Level 1 – Institute of Chartered  
Accountants of Sri Lanka  
**Completed** - 2020/2021
- Computer Diploma  
Esoft College, Sri Lanka - 2018  
**Completed**
- GCE Advanced Level - 2018  
**Qualified**  
GCE Ordinary Level – 2015  
**Qualified**  
National School, Sri Lanka

### Summary

Great team player with, Professional experience in. Handling consumer supplies , in hospitality environment with fair knowledge in handling food and beverage , expiry and hygiene. Atonally caring experience in general administration and secretarial functions. Willing to work in shifts and able to work under pressure.

### Skill Highlights

- Strong organizational and multitasking abilities.
- Excellent communication skills, both written and verbal.
- Ability to work well in a team and independently.
- Attention to detail and accuracy
- Proficiency in Microsoft Office and database management.
- Customer service skills.

### Experience

#### Cashier cum Customer service front desk

Oct-2018 to May-2020

The Food Court, Sri Lanka

- Fair knowledge on restaurant hygiene , food and beverages.
- Handled restaurant reservations.
- Answering telephone calls and handled customer complaints and reservation inquiries.
- Handled cashier counter.
- Meet and greet customers.

#### Data entry operator , Supermarket chain

June-2020 to Feb-2023

Smaranayake Enterprises (Pvt) Ltd, Sri Lanka

- Accurately input , maintain products details and Barbados to supermarket system.
- Maintained supermarket stock records with accurate expiry dates and monitoring.
- Prepared and managed price labels , discount tags during promotion
- Handled supplier PO s , GRN.
- Coordinated with suppliers for invoicing and accounting team for supplier payments.

#### Admin Executive

April-2023 to Jan-2025

Internal Audit Division - Softlogic Holdings PLC, Sri Lanka

- Schedule internal and external events, maintain corporate calendar and book meeting rooms.
- Supervising the cleaners and the tea schedule.
- Managing important and confidential company documents.
- Managing company databases.
- Review and update office policies as needed.
- Maintain Petty cash transactions.
- Stationary Handling.