



HOSHAN CHAMODYA

Office Boy

PROFILE

Reliable and hardworking professional with experience in office maintenance and support tasks, dedicated to creating a clean, organized, and efficient workspace. Known for my punctuality, attention to detail, and strong work ethic, I am seeking an Office Boy position to provide essential support in daily operations, assist staff, and ensure a well-maintained, productive environment that enhances team efficiency and professionalism.

WORK EXPERIENCE

- Office Boy** 2021-2022
Daya Group of Companies, Sri Lanka
 - Ensure the office is clean, organized, and well-maintained on a daily basis.
 - Support staff with basic IT and office equipment issues.
 - Assist in setting up meeting rooms and providing refreshments as needed.
 - Handle incoming and outgoing mail, packages, and courier services.
 - Supported event planning by preparing materials and arranging logistics for company functions
- Office Assistant** 2022-2023
Senarathna distribute Pvt.Ltd, Sri Lanka
 - Managed office supplies, ensuring that inventory was always stocked and reordered when necessary.
 - Welcomed visitors and directed them to the appropriate staff, maintaining a professional and friendly front desk.
 - Assisted with data entry, document filing, and organizing company records.

LANGUAGES

- English (Full Professional proficiency)

CONTACT

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in/hoshanchamodya

EDUCATION

2022 - 2023

ESOFT METRO CAMPUS

- Diploma in English

2022 - 2023

ESOFT METRO CAMPUS

- Diploma in Information Technology

2023 - PRESENT

ESOFT METRO CAMPUS

- Higher National Diploma in Business (Human Resource Management)

SKILLS

- Time Management
- Team Collaboration & Leadership
- Problem Solving
- Attention to Detail
- File Conversion & Document Formatting
- Office Administration
- Confidentiality and data protection
- Adaptability & Quick Learning
- Strong organizational skills
- Basic IT Knowledge