



# HELESSAGE PRAVEEN SASANKA CALDERA

## CONTACT

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United Arab Emirates



## EDUCATION

2009 - 2022  
THURSAN COLLEGE  
COLOMBO 7  
HIGH SCHOOL  
G.C.E. ORDINARY  
LEVEL/ADVANCE LEVEL

## SKILLS

- IT Skills ( Word , Excel , Outlook , Powerpoint)
- Quick books ( Creating invoices)

## LANGUAGES

- English ( Fluent )
- Sinhala ( Native )

## PROFILE

As a dynamic and results-driven professional, I bring strong organizational and communication skills to every endeavor. With a talent for problem-solving and multitasking, I excel in delivering high-quality work in fast-paced environments. I am committed to continuous learning and personal growth, adept at adapting to new challenges, and effective both independently and as part of a team. My proven ability to manage time efficiently and meet deadlines while maintaining meticulous attention to detail makes me eager to contribute my skills and experience to a growth-oriented organization.

## WORK EXPERIENCE

- Apple Asia** 2023 FEB - 2023 NOV  
Office Assistant / Clerk
  - Organizing and maintaining community office space.
  - Schedule and plan meetings & Appointments
  - Managing filing systems
  - Maintaining office supplies
  - Answering phone calls and greeting customers when needed.
- Sarasavi Exports Pvt Ltd** 2024 JAN - 2024 DEC  
Development & Bulk Merchandiser
  - Product Development according to customer requirements and maintain communication through mails
  - Ensure effective communication with merchandising and Production department
  - Keep organized records of trims and approvals
  - Maintaining stock reorder levels
  - Issuing gate pass and goods dispatch notes for shipments
  - Dealing with logistics department for export shipments