



# NIPUNI HAPUTHANTHIRI



Almansoori Building Flat, No 107,  
AlKarama., Al Karama, UAE



+9710522324845



nipuniniwarthana@gmail.com

## ABOUT ME

I am eager to convey my keen enthusiasm for the administrative assistant role within your esteemed organization. My exceptional organizational prowess, meticulous attention to detail, and adeptness at juggling multiple tasks with efficiency are the cornerstones of my professional skill set. These attributes, I am confident, would make me an invaluable addition to your dynamic team.

## LANGUAGES

ENGLISH

## REFERENCES

MRS. SANDAMALI  
UTHPALAGAMAGE  
University Of Moratuwa

T: Tel. +94713443468  
E: prabhasanda1985@gmail.com

MR. SENAKA J WASALA  
Academic Registrar - Sri Lanka  
Foundation  
T: Tel. +94777373988  
E: senaka@slf.lk

## LINKS

**Linkedin:**  
<https://www.linkedin.com/in/nipuni-haputhanthiri-04571b2a3>

## WORK EXPERIENCE

SRI LANKA  
FOUNDATION  
Jan 2013 - Dec  
2023

### Administration Assistant - Secretary

Has worked in the Administration Department currently attached to the

- Maintain Personal File
- Handling Confidential Inquiries
- HR Planning/ Employee Relations
- Handling Employees Leave
- Handling Employees Training and Development
- Handled the Audit and Management Meeting as a Secretary
- Data Entry
- Scheduling Meeting
- Communication / Maintain Data Base and Records
- All Administration Tasks
- Time Management/ Recruitment
- Purchasing

UNIVERSITY  
OF SRI PALEE  
Jan 2012 - Jan  
2013

### Trainee Computer Application Assistant

- Handling all administrative tasks, including human resources and of inventories.
- Coordinating and liaising with lecturers and students.
- Coordinate secretarial work related to English Language for undergraduate Students.

## EDUCATION

CIPM -  
Colombo  
2022

### Chartered Qualification in Human Resource Management

A highly skilled Human Resource Management professional with a Chartered qualification, graduated in 2022, with a strong foundation in HRM and administrative expertise. With a proven track record of implementing effective HR strategies, I am passionate about driving organizational success.

IDM  
CAMPUS  
Horana  
2012

### Higher National Diploma

A Diploma in Computer Application Assistant equips me with advanced proficiency in Microsoft Office and data entry, enabling me to utilize software applications like Word, Excel, PowerPoint, and Outlook, create professional documents, generate spreadsheets, design presentations, and manage email communication.

SRI PALEE  
COLLEGE  
Horana  
2011

### GCE Advanced Level

TAXILA  
COLLEGE  
Horana  
2008

### Ordinarily Level

PERSONAL DETAILS

Date of birth

20 May  
1992

Nationality

Sri Lanka

Visa status

Residence Permit - UAE

Marital

status

Married

SKILLS

PROCUREMENT

MANAGEMENT

DATA ENTRY

EMPLOYEE RELATIONS

TEAM MANAGEMENT

MEETING SCHEDULING

FILE HANDLING

FILE MANAGEMENT

COORDINATING

COMMUNICATIONS

MS OFFICE

CONFIDENTIAL TASKS