



ANJELO FORMAN

WORK EXPERIENCE

Project Administrator

FMCO – Kingdom of Saudi Arabia (June 2024 to Present)

As a Project Administrator Maintain I was maintaining project documentation and records, including project plans, status reports, and change requests. Monitor project progress and update project managers on key milestones, risks, and issues. Assist in resource allocation and tracking, ensuring that team members have the necessary tools and resources to complete their tasks. Assist in budget management and expense tracking for projects. Assist in the preparation of project presentations, reports, and other project-related materials.

Help Desk Operative

FMCO – Kingdom of Saudi Arabia (Sep 2022 to June 2024)

Provide friendly professional point of contact for customers for any queries related to facility management and administrative matters. Handling incoming and outgoing calls offer best solutions as required. Provide management team to communicate with staff and provide an excellent service.

Credit Officer

Singer Sri Lanka PLC (April 2014 to Aug 2019)

Responsible for company's lease asset by checking hire purchase accounts of customers to reduce the risk of the lease asset. And handle the recoveries in given territories. Providing insights into the management of the customers' financial abilities on repayments and evaluating all the documents provided are in line with company's policies and regulations.

Recovery Officer

Singer Sri Lanka PLC (June 2013 to April 2014)

Responsible for the collection of debts prior to legal recovery proceedings commencing, negotiating payments/payment arrangements, handling debtor enquiries and provides administrative assistance to the team.

EDUCATION

St. Anthony's College Kandy (G.C.E Advanced Level 2011)

Subject	Grade
Christianity	A
Sinhala	B
Economics	S
General English	B

Passed G.C.E Ordinary Level in 2007

ACADEMIC AND PROFESSIONAL QUALIFICATION

2023 to present – **ESoft Metro Campus**
Following Pearson BTEC Level 5 HND in Computing Data Analytics.

2021-2022 – **Stanfort Academy Singapore**
Advanced Diploma in Hospitality Management.

2020-2021 - **Trinity International College Singapore**
Diploma in Hospitality and Tourism Management.

2017-2018 - **Sri Lanka Institute of Marketing**
National Diploma in Sales Management.

2018 **Singer Retail Academy**
Certificate in Field Credit.

2016 **Sri Lanka Institute of Marketing**
Preliminary Certificate in Marketing.

2012-2013 - **EGENIUZ Institute**
Certificate in Information Technology.

PROFILE

To leverage my experience as a Credit Officer and Help desk operative, and further develop my skills as Project administrator , with the aim of excelling in a customer-centric role that allows me to utilize my strong interpersonal skills, attention to detail, and problem-solving abilities. I am committed to providing exceptional service to fellow employees while contributing to the success of the organization and continuously growing in my professional career.

Contact

PHONE:
+94779890397
+966590634733

Address:
No:198/1/B,
Uduwawala Rd,
Yatiwawala,
Katugastota,
Kandy. Sri Lanka

Email:
njl.forman@gmail.com

SCHOOL

St. Anthony's College Kandy. Sri Lanka

Date of Birth
09-11-1991

Nationality
Sri Lankan

Skills

- Attention to detail.
- Verbal and written communication.
- Detail Oriented.
- Customer service.
- Working with MS office.
- Team Management.
- Data Analysis.
- Data Visualization.
- Tableau.



Certifications

- **2021 April** - Successfully completed 6 months training program as a **Management Trainee** at **HJH Maimunah Restaurant Pte Ltdin Singapore**.
- **2023 April** - Successfully completed **Customer Service Management** online training by **HRD University**.
(<https://www.hrduniversity.org/certificates/cvqlu98h1n>)
- **2023 June** – Successfully completed Certificate in **Data Analytics Essentials** awarded by **CISCO Networking Academy**.
(https://www.credly.com/badges/2924caef-200c-4cf0-bc76-a8eb0c19d97f/public_url)
- **2023 June** – Successfully completed E-Learning on **Aconex Accredited Associate** awarded by **ORACLE University**.
(<https://learn.oracle.com/ols/home/77696>)



- **2023 June** – Successfully completed E-Learning on **Aconex Accredited Professional** awarded by **ORACLE University**.
(<https://learn.oracle.com/ols/home/80533>)



- **2023 July** – Successfully completed E-Learning on **Aconex Accredited Specialist** awarded by **ORACLE University**.
(<https://learn.oracle.com/ols/home/83037>)



I hereby certify that the furnished by me in this application are true and accurate to the best of my knowledge.


.....
Signature