



Nipuni Niwarthana Haputhanthiri

CONTACTN

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No 107, Al Karama.

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PERSONAL

Date of birth: 20th May 1992

Age : 30 + Years

Nationality : Sri Lankan

Civil Status : Married

NIC : 926410911V

Visa Status : Residence Permit

SKILLS

- Team management
- Friendly
- Computer literate
- Public speaking
- Adapt to change
- Creative

NON RELATED REFEREES

Mrs. Sandamali Uthpala Gamage

Lecturer- University of Moratuwa

Tel. 0713443468

prabhasanda1985@gmail.com

Mr. Senaka J Wasala

Academic Registrar – Sri Lanka
Foundation

Tel. 0777373988

senaka@slf.lk

Profile

I am writing to express my strong interest in the administrative assistant position. With my exceptional organizational skills, attention to detail, and ability to handle multiple tasks efficiently, I believe I would be a valuable asset to your team.

WORKING EXPERIENCE (10+ years)

Secretary- Administration | Sri Lanka Foundation| 2013 to 30.12.2023
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

Trainee Computer Application Assistant | University of Sri Palee |
2012 to 2013.

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

EDUCATION

- Chartered Qualification in Human Resource Management – CIPM 2022 **GPA – 3.17**
- Certificate Course in Human Resource Management – CIPM (2015)
- Diploma in Computer Application Assistant - IDM
- Certificate Course in Computer Application Assistant – NYSC NVQ Level 03
- GCE Advanced Level (2011) | Sri Palee College
- GCE Ordinary Level (2008) |Taxila College

OTHER ACTIVITIES

- Workshop on Smart Secretary for Decent Work, at Sri Lanka Foundation (2018)
- Workshop on written Communication methods for government Officers, at SLF (2019)
- Workshop on File Management at SLF (2023)
- Workshop on Procurement Procedures at SLF (2023)