



NAMAL DUMINDA RATHNAYAKA

I am dedicated, organized and methodical individual with 13 years work experience. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities with in a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

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- duminadee1983@gmail.com
- 200/2, Kendagolla, Matale, Sri Lanka

Education

Rajarata University of Sri Lanka
2005 - 2009

Experience

Orient Lanka Confectionary Pvt.Ltd
2010 - 2012

Renuka Agri Food PLC
2012 - 2013

Government of Sri Lanka
2013 - 2023

Other Info

B.Sc. (Genaral) in Applied Science

Graduated in English medium with Chemistry and Biology as core subjects and subjects related to food technology.

Production Supervisor

- Managing production lines to meet safety, quality and productivity goals
- Managing labor and line density to achieve the financial goals of lines
- Ensuring daily customer production demands are met and communicated to customers
- Ensuring all dispositions are done with the product for a daily/shift basis
- Preparing and maintaining all production reports to production manager
- Troubleshooting and problems solve with other teams members, training, disciplining and evaluating direct report
- Analyzing production, quality control, maintenance and other operational production problems and correct or make recommendation for correction in a timely basis

Production Executive

- Supervise and mentor production staff
- Ensure that production deadline budget are met
- Troubleshoot and resolve production issues

Development Officer

- Cordinates and manages community growth projects
- Prepares and reports progress on projects monitoring until complete
- Research, collection of information and data preparation of reports, assistance to prepare new procedure, guideline, organisation of meeting, preparation of agenda and minutes of meetings, obtaining information through e-mail and telephone.

Skills

Communication, Interpersonal Skills , Time Managment, Team Work, Problem solving and Project Managment

Interest

GARDINNING, HIKING, ENVIRONMENTAL EXPLORATION

References

Mrs. Thejani Thilakarathne,
District Secretary,
District Secretariat Office,
Matale,
Sri Lanka
0662222236
gamatale1@gmail.com

Languages

Ability to Speeking, Writing, Reading and Listening English

Awards

- ISO 22000(HACCP) Auditing Certificate
- Productivity Improvement through -Counseling Certificate
- MS Office Computer Diploma
- Basic English Course certificate
- Disciplinary procedure certificate
- NVQ Level 3 - Caregiver