

RASADI SACHINI

Experienced Administration Executive with a history of accurately and efficiently supporting activities for a reputed entity. More than Eight years of experience in handling HR, Marketing & administrative works.

ACADEMIC & PROFESSIONAL QUALIFICATIONS

- Following Advance Certificate level in Chartered Institute of Personal management
- G.C.E. Advanced Level Examination (Arts) in 2009
- G.C.E. Ordinary Level in 2006

WORK EXPERIENCE

- **Administration Executive**
Koala (Pvt) Ltd (Member of Nawaloka Holdings – 2013 Sep to July 2022)

WORK PERFORMED AND COMPETENCE

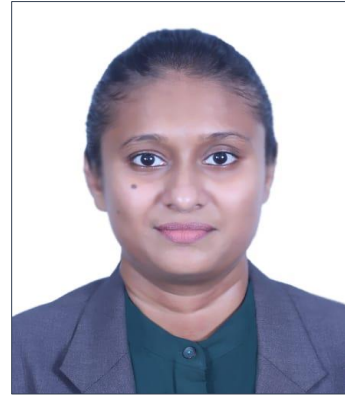
- Preparing monthly Sales report and office expenses report.
- Monitored KPIs of marketing staff & monthly reporting to top management
- Handling customers business inquiry & response timely manner.
- Maintaining & update customers database.
- Liaising with internal and external customers & handling complaints.
- Collection supplier payment bills & maintain supplier relationship.
- Request quotation for the office supplies & coordinate with the suppliers.
- Preparing stock sheets & supporting for stock verification process.
- Update new employee details to the Payroll process, maintained personal files, monitoring attendance & leave register and other HR functions.
- Managed daily office petty cash & coordinate with the accounts department.
- Assist to maintain best internal control system by following 5S concept.
- Organizing annual events of the company.

COMPUTER LITERACY

- Proficient in MS Office Tools (**Excel, Word, Power point**)

I hereby certify that the particulars furnished above are true and correct to the best of my knowledge.

Sgd. K G R S Prasangani – 30th January 2023



OBJECTIVE

To pursue a highly rewarding career, I am seeking a job that provides me with satisfaction as well as self-development and helps me to achieve organisational goals by utilising my skills and knowledge efficiently.

SKILLS

- Attention to detail
- Excellent Problem Solving skill
- Team leadership skill
- Communication Skill
- Interpersonal Skill
- Time Management Skill
- Proficient in MS word & Excel

AREAS OF EXPERIENCE

- Management Report submission
- Data base update & maintain
- Costing & Quotation
- HR functions
- Customer relationship
- Internal team Coordination

PERSONAL INFORMATION

Name : Korale Gedara Rasadi
Sachini Prasangani

Nationality: Sri Lankan

Language : English

Gender : Female

Age : 33 Years

PP No. : N7376604

Visa Status : Spouse Visa

CONTACT INFORMATION

Address : Al Furjan, Dubai, UAE

Mobile : +971509373978

Email : rashisachini@gmail.com

LinkedIn : www.linkedin.com/in/rasadii-koralege-5496aba7