

Thiraj Dalpadado

Office Assistant



Summary

Well-organized Multitasking Officer Who Is Excellent on Providing All-round Services to Ensure Smooth Operations. Very Capable of Managing Variety of Tasks Simultaneously to Ensure Targets Achieved on Time. Properly Focused, Trustworthy and Results Oriented to Consistently Meets the Occupational Needs and Standards. Providing Assistance, Critical Thinking and Decision Making, Proactive Approach on Problem Solving, Eye on Details, Documentation and Clerical Work, Computer Saavy, Efficient in Using POS System in Cashiering and Cash Handling are Among the Areas of Expertise. .

Experience

Juniors Camp, Festival Mall, Dubai

form [Cashier Cum Attendant](#)

May 2024 – CONTINUE

Managing all Cash and Credit transactions While overseeing all Operational Requirements..

RKR Distributors Pvt Ltd

form [Office Assistant Cum Customer Services Officer](#)

Jan 2017 – Dec 2023

Providing full range of Office assistance services that enables planning and organizing daily operations and department's meetings. Maintain and update electronic and physical ling systems, ensuring documents are organized and easily accessible. Act as a customer service officer that contact with customers in attempting to resolve complaints..

Divisional Secretariat, Kurunegala, Sri Lanka

form [Village Admin Office](#)

Dec 2008 – Dec 2016

Acting as An Office Assistant that Provides Various reports and Recommendation to the Divisional Secretary For Administrative Purposes. Maintaining Electronic and Manual Filling System. Greeting Clients at Their Arrival and Identifying Their Requirements and Fulfilling them Accordingly.

Lanka Bell Pvt Ltd

form [Customer Care Representative /Branch Supervisor](#)

Feb 2007 – Dec 2008

Contact

Email:

dsthiraj@gmail.com

Phone:

+971568974737

DOB:

04.12.1982

Nationality:

Sri Lankan

Gender:

Male

Address:

Al Kharbash Building, Kuwait Street, Al Karama, Dubai

Skills

Attention to detail

★ ★ ★ ★ ★

Creativity

★ ★ ★ ★ ★

Critical thinking

★ ★ ★ ★ ★

Decision-making

★ ★ ★ ★ ★

Problem solving

★ ★ ★ ★ ★

Self discipline

★ ★ ★ ★ ★

Self motivated

★ ★ ★ ★ ★

Teamwork

★ ★ ★ ★ ★

Time management

★ ★ ★ ★ ★

Language

Supervision and maintenance of the branch office according to the company policies to ensure an excellent standard of service. Ensure office supplies are stocked and readily available for use. Updating and managing staff activities such as input of sick, absence, leave, overtime to ensure accurate records are maintained. Professional interactions with customers to provide excellent customer service for answers to questions in attempting to resolve complaints and technical assistance. Assisting sales staff in promoting sales and marketing of the designated area..

Education

Bachelors of Arts

form [University of Kelaniya](#)

Jul 2011 – Jul 2014

Professional Higher Diploma in Public Administration

form [Wayamba IT Campus](#)

Jan 2023 – Aug 2023

Fundamental in Human Resource Management

form [Institute of Personal Management](#)

Dec 2012 – Feb 2013

Basic Functions of Human Resources Management..

Certificate in Food and Beverages

form [IBA Campus](#)

Jan 2022 – Apr 2022

Certificate in Housekeeping

form [Asia Lanka International and Vocational Training Institute](#)

Jul 2006 – Nov 2006

Diploma In Computer Studies

form [IDM Computer Studies Pvt Ltd](#)

Jul 2001 – Jul 2002

Achievement

5 S Implementation

Besy Branch Office .

Inbound Sales 2008

Best Branch Office .

Additional Info

Linkedin

<https://www.linkedin.com/in/thiraj-dalpadado-45987a243>.

Visa Status

Family Visa.

English

Sinhala

Tamil

Reference

Mr. Rajind Perera

- Director

- RKR Distributors Pvt Ltd

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- +94704967777