



# Thiraj Dalpadado

Office Assistant

**Phone:**0568974737

**Email:**dsthiraj@gmail.com

**Address:**Apartment 406, Al Kharbash Karama Building 01, Kuwait street, Al Karama, Dubai.

Well-organized Multitasking Office Assistant Who Provides All Round Administrative Support to Ensure Efficient Operation of the Office. Excellent in Providing Variety of Tasks Oriented Services to Ensure Operations Run Smoothly. Properly Focus and Organized to Consistently Meets the Occupational Needs and Standards. Supervision, Admin Assistance, Proactive Approach on Problem Solving, Preparation of reports and Presentations, Providing Recommendations, Research's, Clerical Work and Cash Handling are Among the Areas of Expertise. .

## Personal Info

**Gender :** Male

**DOB :** 04.11.1982

**Nationality :** Sri Lankan

## Experience

### Customer Care Representative/ Branch Supervisor

Apr 2007 – Dec 2008

Lanka Bell Pvt Ltd

- Supervision and maintenance of the branch office according to the company policies to ensure an excellent standard of service. 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.

### Field Officer (Research and Development )

Jan 2013 – Dec 2017

Peppercube Consultants Pvt Ltd

- Conducting Market research to Identify sales strategies and Market Trends to Generate New Leads to Enhance Sales . Preparation of Reports, Summaries and Admin Services after each project conclusion.

### Admin Assistant /Customer Services Officer

Jan 2017 – Dec 2023

RKR Distributors Pvt Ltd

- Providing a full range of office management services that entails planning and organizing daily operations and department's meetings. Supervision of vehicle maintenance, daily collections, office security by following safety procedures. Maintain and update electronic and physical filing systems, ensuring documents are organized and easily accessible. Act as a customer service officer that contact with customers in attempting to resolve complaints.

## Education

### University of Kelaniya, Sri Lanka

Jul 2011 – Jul 2014

Bachelors of Arts

### Wayamba IT Campus

Jan 2023 – Aug 2023

Professional Higher Diploma In public Administration

### IDM Computer Studies

Jul 2001 – Jul 2002

Diploma in computer Studies

## Publication

**Thiraj Dalpadado**  
Strengthening and Empowering Rural Administration

May 2022

## Achievement

### Best Branch Office 5S Implementation

- Achieved the Best Branch Office in Kurunegala Cluster in Implementation of 5S System to Branch Operations.

### Best Inbound Sales

- Best Branch Office Sales in 2008

## Additional Info

### Email

- dsthiraj@gmail.com

### Linkedin

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

### Passport No.

- N9770317

### Visa Status

- Partner Visa

## Reference

### Mr. Rajind Perera

- Director
- RKR Distributors Pvt Ltd
- rajindperera19@gmail.com
- +94704967777

### Mr. Harendra Rathnayake

- Assistant Commissioner
- Election Commission of Sri Lanka
- harendrarm601@gmail.com
- +94713404098

# Skills



# Language

English  
Sinhala  
Tamil

# Interests

Listening to music  
Sports  
Reading  
community involvement  
Volunteering