



RAVINDRA VIRANGA

CONTACT DETAILS

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PERSONAL INFORMATION

Date of Birth: 09th Oct 1994

Nationality: Sri Lankan

SKILLS

- Knowledge of back-office computer systems (ERP software)
- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office
- Customer Relationship
- Time management
- Data Entry
- Interpersonal Skills

LANGUAGES

- English
- Sinhala
- Tamil

OBJECTIVES

Seeking an office assistant role that would allow me to grow as a professional and where I can use my skills to provide administrative and technical support for your team. Highly experienced and organized customer service professional seeking to join your organization in the role of office assistant

WORK EXPERIENCE

Office Assistant

Hemas Pharmaceuticals Sri Lanka

2016 Apr – Oct 2023

Responsibilities: Office Assistant

- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to office
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees
- Making and Serving beverages for Visitors and office staff
- Resolve office-related malfunctions and respond to requests or issues
- Sort and distribute communications in a timely manner
- Keeping office place very cleanly

PROFESSIONAL QUALIFICATIONS

Diploma in Information Technology

Esoft Metro Campus, Sri Lanka

EDUCATIONAL QUALIFICATIONS

G.C.E Advanced Level Examination – 2013

Nalanda College, Colombo
(Combined Maths Stream)

G.C.E Ordinary Level Examination – 2010