



Y P P N SENADEERA

GENERAL MANAGER, MANAGER, ADMINISTRATIVE MANAGER, SENIOR SUPERVISOR, HUMAN RESOURCE MANAGER



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UNITED ARAB EMIRATES



MARRIED



ROYAL COLLAGE, COLOMBO 07



MALE



19.03.1994

PROFILE

Starting my career at the Sri Lanka Navy I move forward to other occupations. My first career helped me with leadership and multitasking. I have so much experience in management, Administration, Human Resources, and Tourism. My target is to give my maximum service to my workplace build up sales and win the customer's faith. I know how to handle customers and how to balance any situation by using my skills and ethics.

SKILL HIGHLIGHTS

- ❖ LEADERSHIP
- ❖ CLEAR, EFFECTIVE COMMUNICATION
- ❖ ORGANIZATION
- ❖ PROBLEM-SOLVING
- ❖ ATTENTION TO DETAIL
- ❖ TIME MANAGEMENT
- ❖ RECRUITMENT SCHEDULING
- ❖ DOCUMENTS MANAGEMENT
- ❖ SPEEDY ACCURATE TYPING
- ❖ ADAPTABILITY
- ❖ ENCOURAGE, MOTIVATE AND UNIT CREW
- ❖ CROWD CONTROL
- ❖ STRONG DECISION MAKER
- ❖ COMPLEX PROBLEM SOLVER
- ❖ MULTIPLE TASKING

LANGUAGES

- ❖ ENGLISH - FLUENT
- ❖ SINHALA - FLUENT

SPORTS

BOXING
RUGGER
POWERLIFTING
WEIGHT LIFTING
SWIMMING
ROWING
SAILING

EXPERIENCE

Five years of working experience in the Sri Lanka Navy as a commissioned officer.

-Works in gunboats and defense securities, following VIP and VVIP courses, protecting the motherland from enemies' attacks and illegal things. (2013 April to 2018 June)

One year of working experience as an Assistant General Manager & Special Operation Manager at "BALIS CLUB COLOMBO"

-Guide all staff as per the GM command and help to handle special situations and special operations. And solving tourist's customers problems (2018 September to 2019 September)

One Year of working experience as a Senior Administrative Manager in "HOTEL IMPERIAL COLOMBO" (2019 September to 2020 September)

- Coordinate project personnel travel logistics requests, maintaining personnel files and ensuring completeness.

Two Years of Working Experience as a Senior Human Resource Manager "CINNAMON LAKESIDE HOTEL COLOMBO" (2020 October to 2022 October)

-Control the HR department, and CCTV, conducting interviews for new candidates, handling all the personal files & Tourism, and monitoring employees' disciplines.

One Year & 05 Months of Working Experience as a General Administration & Human Resource Manager in "BLACK WATCH SECURITY DEPARTMENT COLOMBO" (2022 November to 2024 May)

-Control the security department, and CCTV, conducting interviews for new candidates and monitoring the duties.

EDUCATION

-Bachelor of Science (Hons) In Naval Studies with 2nd class Upper in KDU

-Higher Diploma of Public Administration & Management with Merit

-Diploma In Human Resource Management with Merit

-Successfully Completed Sri Lanka Government Higher Education GCE O/L & GCE A/L

-Successfully Completed A Course On Coxswain

-Successfully Completed A Course On Proficiency In Fire Prevention And Fire Fighting

-Successfully Completed A Course On Proficiency In Elementary First Aid

-Successfully Completed A Course On Proficiency In Personal Survival Techniques

-Achievement E-Certificate Of MS Excel

-Achievement E-Certificate Of Content Marketing

-Achievement E-Certificate Of Handling, Storing & Managing Data For Information

-Achievement E-Certificate Of Time Management Skills

SERVICE AWARDS – (MEDALS, CERTIFICATES & INSIGNIAS)

-The Advanced Pistol Course, The Sniper Course, The Leadership Course, The VIP & VVIP Advanced Course, The Criminal Investigation & Special Operations Course Bomb Disposal Course certificates

-PURNA BHUMI MEDAL, NORTH & EAST OPERATIONS MEDAL, NORTH HUMANITARIAN OPERATION MEDAL, EAST HUMANITARIAN OPERATION MEDAL, SEVA MEDAL, SEWABHIMANI MEDAL

-FAST ATTACK CRAFT (FAC) SQUADRON PIN, SURFACE WARFARE BADGE, THREE STAR COMMANDANT APPRECIATION COMMENDATION BADGE, BOMB DISPOSAL BADGE, PARA BADGE (PARACHUTE), NAVAL PROVOST BADGE, SL NAVY MARINE BADGE