

Resume

PROFESSIONAL OFFICE WOKER

Personal details

Name	Yohan Lakshitha
Email address	ypadikara@gmail.com
Phone number	+94770635078 +94751261159
Address	266/A/2 , Horana Road, Kahathuduwa, Polgasowita 10320
Date of birth	March 12, 1988
Driver's license	Light vehicle & Bike
Gender	Male
Nationality	Sri Lanka
Civil status	Married



Profile

As an experienced Office Assistant with a Higher Diploma in Computer Science, I bring a solid foundation in data security and effective communication to administrative roles. I have demonstrated reliability and professionalism in fast-paced office environments, ensuring smooth coordination of tasks and proactive problem-solving. My collaborative approach and productive work ethic enable me to support team objectives efficiently and effectively. I am eager to leverage my skills and experience to contribute to your organization as an Administrative Office Assistant.

Education

Sep 2009 - Sep 2010	Higher Diploma in Computer Science INFORTEC International, Nugegoda Microsoft office web designing PhotoShop HTML
2006 - 2009	GENERAL CERTIFICATE EXAM of ADVANCE LEVEL S M M V, Horana CHEMISTRY PHYSICS BIOLOGY

Employment

Oct 2022 - Present

Office Assistant

Tissa construction (Pvt) Ltd

Efficiently manage clerical tasks, including sorting and sending mail, ensuring smooth and organized office operations. Maintain an accurate inventory of office supplies, proactively ordering new materials to prevent shortages and disruptions. Ensure proper organization and maintenance of files, facilitating easy retrieval of important documents and information. Provide a warm and welcoming environment for visitors, offering assistance and guidance as needed. Professionally handle phone calls, promptly answering inquiries and taking detailed messages for timely follow-up. Consistently adhere to company policies and procedures, ensuring compliance and professionalism in all interactions. Maintain clear and concise documentation of office activities, facilitating effective communication and knowledge sharing among team members. Take ownership of personal growth and development, actively seeking opportunities to enhance skills and contribute to the overall success of the organization.

Oct 2010 - Oct 2022

Production coordinator

ACL CABLES PLC

Supported the production manager by performing general clerical duties, ensuring smooth operations and efficient workflow. Maintained accurate records of work in progress, facilitating effective tracking and monitoring of production activities. Planned and coordinated customer production orders, optimizing machinery capacity and ensuring timely delivery of finished products. Established and maintained strong communication channels with production managers, executives, assistants, and workers, fostering a collaborative and productive work environment. Collaborated with the sales and marketing departments to manage new, ongoing, and finished orders, providing updates on their status and addressing any issues or concerns. Supervised production assistants, providing guidance and direction to ensure their daily activities aligned with production goals. Participated in meetings with general managers and directors, contributing to short- and long-term planning initiatives for the company's growth and success. Worked closely with all departments involved in the production process, fostering effective collaboration and coordination. Addressed customer complaints promptly and effectively, working with customers to identify their needs and resolve any issues or inconveniences. Cultivated strong relationships with third-party production-related companies, ensuring smooth collaboration and efficient supply chain management. Evaluated production processes to ensure compliance with quality requirements, identifying areas of improvement and implementing corrective actions. Conducted periodic inspections and calibrations of auditing tools, maintaining accuracy and reliability in the auditing process. Assisted in the development of audit plans and schedules, ensuring comprehensive coverage of all relevant processes and areas. Identified instances where the organization met quality requirements and identified opportunities for improvement, contributing to the overall enhancement of the quality management system. Collaborated with the audit team to develop audit reports and presented findings to top management as needed. Assisted with follow-up audits to ensure the implementation of corrective actions and continuous improvement. Developed internal auditing procedures and protocols, ensuring adherence to ISO standards and best practices. Proficient in using ERP (Microsoft Dynamic Navision 2018) for production management and tracking since 2010 till 2022.

Skills

Computer science	Excellent
Navision	Excellent
effective communication	Excellent
coordination	Excellent
productive	Excellent
professionalism	Excellent
reliability	Excellent
collaboration	Excellent

Languages

English	Good
Sinhala	Fluent

Hobbies

■ Watching English News, playing cricket, playing Chess

Extracurricular activities

2006 - 2007	School Science Society (President)
2013 - 2014	Welfare Society in ACL Cables Factory (Treasurer)
2012 - 2014	Young people Association (President)

Achievements

School Head Prefect 2006 - 2007
Junior Executive in ACL CABLES 2016 - 2022
Senior Office Assistant in Tissa construction (Pvt) Ltd 2022 - Present
IELTS (General) Apr 2023
First Aid & CPD

August 18, 2024

