

CURRICULUM VITAE

GAYANI NADEESHANI

OFFICE ADMIN & COODI.OFFICER
GRAPHIC DESIGNER / RECEPTIONIST



CONTACT DETAILS

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PERSONAL DETAILS

D.O.B 1993-02-02
Nationality Sri Lankan
Gender Female
Marital Status Unmarried
Visa Status Visit

KEY SKILLS

PROBLEM SOLVING

TEAM WORK

LEADERSHIP

CREATIVITY

STRONG COMMUNICATION

COMPUTER PROFICIENCY

WORD / EXCEL / PO. POINT

DATA ENTRY (98% ACCURACY)

INTERNET / EMAIL

GRAPHIC DESIGN

LANGUAGE

English ● ● ● ● ● ○

Sinhala ● ● ● ● ● ●

PROFILE

I am Professional **OFFICE ADMIN & OFFICE COORDINATOR**. Include tasks such as scheduling meetings, managing calendars, organizing files and documents, preparing reports and presentations, and ensuring that office equipment and supplies are maintained. Also involve overseeing project timelines, tracking progress, and providing support to teams as needed. Strong communication, organizational, leadership and multi-tasking skill are essential for success in this role. My working experience has helped me to develop my path. My Supervising and Coordinating skills together will contribute to the company. And I am skilled in **Graphic Design, Data Entry and Social Media** I' m professional **Coordinating Officer and Office Admin**. This role typically involves managing administrative tasks, coordinating schedules, and facilitating communication between different departments within an organization.

WORKING EXPERIENCE

01) OFFICE ADMIN – 15TH March 2023 TO 20TH June TECHO INFORMATION & TECHNOLOGY LLC - UAE

France, International City, UAE

- Making Invoices / Purchase Order
- Data Entry
- Making Quotations
- Collecting Daily Schedule from Sales Team
- Assisting the Manager
- Daily Report / Sales Reports
- Report to Manager
- Promotion Works (Social Media Post)

02) OFFICE ADMIN & RECEPTIONIST – 2020 TO 2021

MPI GROUP (PVT) LTD

Lakehouse, Colombo, Sri Lanka.

- Scheduling Meetings
- Enter the Data in System (Film Production Data)
- Photocopy / Filing
- Social Media Handling
- Maintaining System
- Greeting Guests
- Customer Care Handling

03) OFFICE ADMIN & COORDINATING – 2014 TO 2019

VISTART (PVT) LTD

Battaramulla, Colombo, Sri Lanka.

- Coordinating Office
- Designing Social Media Post & Publishing
- Data Entry / Type Setting
- Update System and License Renew
- Calling Customers
- Making Invoices and Purchase
- Daily Report Handling
- Maintaining all Office Work
- VAT Filing

TECHNICAL SKILL

LISENCE RENEWING

SOME INSTALLATION

USING GRAPHIC PACKAGES

DATA BASE BACKUP

DATA BASE RESTORE

ACHIVEMENTS

- BEST OFFICE MEMBER IN MONTH

EXTRA CURRICULAR POSITIONS

- I achieved employee of the month in DIGISPAN.
- I do Receptionist Job role (Front Office) in Vistart Advertising.

EXTRA ACTIVITIES

NETBALL CAPTAIN

HEALTHCARE CENTER

OTHER SKILLS

- Calendar Management
- Record Keeping
- Cheque Writing
- Customer Service
- Project Handling
- Printing Knowledge
- Printer and Photocopy
- Vendor's Finding
- Solve Customer Prob.
- Good Organization
- Time Management
- Bank Account Verifying
- Handling Payments
- Filing / Diary Management
- Photocopy / Scanning
- Creating Presentation
- Outlook Mail Handling
- Data Entry

04) OFFICE ADMIN & COORDINATING – 2014 TO 2019

VISTART (PVT) LTD

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- Coordinating Office
- Designing Social Media Post & Publishing
- Data Entry / Type Setting
- Update System and License Renew
- Calling Customers
- Making Invoices and Purchase
- Daily Report Handling
- Maintaining all Office Work

PROFESSIONAL QUALIFICATION

- I have followed a Course in **DIPLOMA** in **COMPUTER APPLICATION**, at the CMCS Computer Academy at the Sri Lanka.

PACKAGES

- MS Word 
- MS Excel 
- MS Power Point 
- Internet & Email 

- I have followed a **DIPLOMA** in **GRAPHIC DESIGN** at the AICT Academy at the Sri Lanka.

PACKAGES

- Corel Draw 
- Photoshop 
- Indesign 
- Illustrator 

- I have Following **IT DIPLOMA** In **SITC CAMPUS**, Sri Lanka.
- I have followed **Data Entry & Anlyst Course** in **TECHNOSIGN ACADEMY** at Sri Lanka.
- I have followed a Course in **DIPLOMA** in **ENGLISH**, at the CMCS Academy at the Sri Lanka.

ACADEMIC QUALIFICATION

- 2012 Passed G.C.E (Advanced Level)
- 2009 Passed G.C.E (Ordinary Level)

DECLARATION

I hereby declare that the above particulars of facts and information started are true, correct and complete to the best of my beilef and knowledge.

GAYANI NADEESHANI