



# Nuwan Chathuranga

NMC building Amman street Alnadha2, Dubai (UAE)

056 2981 214 | nchathuranga903@gmail.com

in <https://www.linkedin.com/in/nuwan-chathuranga-80354b259>

## Personal Details

- Date of Birth : 30/04/1997
- Marital Status : single
- Nationality : Sri Lankan
- Religion : Buddhism
- Gender : Male
- Visa Status : Employment-cancelled
- Highest Educational Level : High school diploma
- Notice period : Immediately

## Objective

"Multiple Office Assistants and document handling and administrative skills in a government military section and Organizations with a Widespread Background Globally Spread As well as performing well in high pressure settings with minimal supervision in document management areas and fulfilling team roles. My only wish is to satisfy the company as much as possible with excellent experience of taking phone calls, coordinating with customers and serving and to work as a top manager of the company at the end of the next five years"

## Experience

- **Nesto hypermarket -Sharjah** 08/2023 - Currently  
Management Office Assistant  
\* Prepare and serve tea, coffee, and refreshments for staff and guests.  
  
\* Maintain cleanliness and tidiness in the office and pantry areas.  
  
\* Handle routine office errands and tasks as directed by superior officials.  
  
\* Monitor and replenish office supplies to ensure availability.  
  
\* Assist in the coordination of meetings, including room setup and refreshment arrangements.  
  
\* Phone call answering and Handle incoming, outgoing mail and deliveries.
- **MAS Holdings (sri lanka)** 02/2020 - 07/2023  
Administrative Office Assistant  
\* Greeting visitors serving Tea and Coffee to Staff and visitors.  
  
\* Monitoring the use of equipment and supplies within the office and Coordinating the maintenance and repair  
  
\* Performing general clerical tasks, such as photocopying, filing, and organizing documents.  
  
\* Answering phone calls, schedules meetings, and Handle incoming and outgoing mail and deliveries.
- **Military Air Force base (Sri lanka)** 07/2017 - 12/2019  
Documents controller  
\* Set up, copy, scan and store documents and Create templates  
  
\* Manage requests for documentation and Prepare ad-hoc reports on projects when required  
  
\* Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date  
  
\* To liaise with and distribute project related information with all levels of the project team and potentially external parties  
  
\* Maintain confidentiality around sensitive documentation

## Education

---

- **Sri lanka vocational training Authority** 2017  
Diploma of documentation & office management  
Excellent
- **MO/koulara national college** 2016  
High school Certificate (commerce stream)  
A,B,C passes
- **MO/Koulara national college** 2016  
General Information & communication Technology certificate  
Excellent pass

## Skills

---

- Decision-making and Problem-solving skill
- Excellent written and verbal skill
- Proficiency in MS office application and official equipment(printer,scanner,...etc)
- Excellent time management skill
- Interpersonal skill and organization skill
- Book keeping and data entry skill
- Working ability on fast-paced environment
- More than 40(WPM) typing skill
- Housekeeping knowledge

## Languages

---

- English - Fluent [90%]
- Sinhala - Native [100%]
- Hindi - Intermediate [40%]

## Achievements & Awards

---

- Best Employee of the Year Award for Managing and Improving the Daily Productivity of Internal Staff by 30% in the Writing Department.
- Winning the cash prize for the best employee in the letter and file department for the consecutive years 2022 and 2023 during the semi-annual evaluation.

## Interests

---

- Online trading
- Content writing
- Travelling
- Different money collecting

## Activities

---

- Documents separating
- Data entry
- Sending and receiving mail
- Writing memos
- Event planning

## Reference

---

- **Prashan madusanka - Hilton hotel group**  
Bar attendant and waiter  
Pmadushanka37@gmail.com  
+94 710310987
- **DM surangi - MAS holdings**  
Fabric Quality controller  
Surangidsm199@gmail.com@gmail.com  
+94 710585465