



# NUWAN SAMARASINGHE

HR & ADMIN ASSISTANT



## ABOUT ME

To be a part of High Standard Captive Organization, Contributing to the development and growth of the company by continually expanding my abilities and knowledge by facing new challenges in an Ever-Changing Environment. I believe that my current levels of communication, confidence, and commitment have provided me necessary to meet challenges. My Passion to work in a successful team will no doubt assist me in my career with the organization. I am an individual who has the attitude to take up challenges and complete the task given on time.



## CONTACT

**Contact :**

0566989505

**Email :**

amilabandara87@gmail.com

**Address :**

Al Quos



## PERSONAL INFO

Date of Birth : 15<sup>th</sup> Jan, 1988

Passport No : N8236761

Gender : Male

Civil Status : Married

Nationality : Sri Lankan

VISA Type : Visit Visa

Valid Till : 20<sup>th</sup> June, 2022



## EXPERIENCES

Feb, 2018  
- Upto Date

### HR & Admin Assistant MAS Holdings

#### Key Tasks & Responsibilities

- Coordinate with HR & Admin projects (meetings, training) and provide multimedia device & system supports
- Managing welfare accessories, Wending machine, stock maintain/issue
- Conducting meeting room & main conference hall bookings
- Manage the department's telephone center and address queries accordingly
- Prepare reports and presentations for internal communications
- Provide orientations for new employees by sharing onboarding packages and explaining company policies
- Makes travel arrangements for staff/clients such as booking flights, cars, and hotel or restaurant reservations.

July, 2016  
- Upto Date

### Managing Director Samarasinghe Enterprises - Family Business

Oct, 2015  
- July, 2016

### Document Controller | Store Keeper - HR & Admin Division Classical Palace (Gulf Experience)

#### Key Tasks & Responsibilities

- Process documentation and prepare reports relating to personnel activities
- Assist in payroll preparation by providing relevant data (absences, bonus, attendance, leaves, etc)
- Stocking shelves and maintaining inventory levels to ensure no products run out
- Maintaining and controlling biometric system for monitor daily attendance and over-time

Jan, 2011  
- Aug, 2015

### Administrative Assistant SAM Networks (Pvt) Ltd.

#### Key Tasks & Responsibilities

- Handling administrative requests and queries from senior managers



## LANGUAGES

L M H



## SKILLS

Leadership  
Team Work  
Time Management  
Problem Solving  
Project Management  
Photography & Videography  
Multi-tasking  
Service Focused



## IT LITERACY

Software / Hardware / Networking -  
Troubleshooting, Installations,  
Updating, Upgrading  
Posiflex POS Machine - maintenance  
Sound knowledge in all Smart Devices  
MS Office  
Video Editing Softwares  
Windows & Mac OS



## REFERENCE

U. Mendis  
Regional Manager  
Senkadagala Finance PLC  
No 86, Nawala Rd, Nugegoda  
Mobile: +94 773 079 195  
Email: shamila@senfin.com

M. D. P. Priyantha  
Senior Assistant Manager  
Sri Lanka Telecom PLC  
Facility Management Section  
Lotus Rd, Colombo 01  
Mobile: +94 714 763 817  
Email: priyanthas@slt.com.lk

- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Act as the point of contact for internal and external clients

Jan, 2008  
- Jan, 2011

**Customer Support Executive (IT Related)**  
UW Sumathipala & Sons



## EDUCATIONAL QUALIFICATIONS

2012

●

Certificate in Trade Test Computer Hardware Technician

Vocational Training & Trade Testing Services, Dehiwala

2004

●

London A/L

Higher National Diploma in International Business Management

ICBT Australian University Edexcel UK, London -TAFE

Australia (HND)

2003

●

GCE O/L

Social Studies	B	Buddhism	C
Music	B	Commerce	S
Development Std	B	Math	S
Sinhala	C	Science	S
English	C		



## STRENGTHS

- Full comprehension of office management systems and procedures
- Exemplary planning and time management skills
- Ability to multitask and prioritize daily workload
- Technical expertise in sound engineering (Video Conference / Meeting room, Auditorium) techniques