



## NASTASHIA EKANAYAKE

### PROFILE

Enthusiastic individual eager to contribute to team success through hard work, attention to detail and excellent organization skill. Clear understanding of co-ordination and customer support. Motivated to learn, grow and excel in the organization.

### SKILLS

**Customer Support**  
**Organising and co-ordinating**  
**Administrative competencies**  
**Tender proposals and costings**

### CHARACTER REFERENCE

Mr. Joel Savio Dsouza  
General Manager  
EFS Facilities Service Group  
P O Box 73565,  
Dubai, United Arab Emirates  
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### HOW TO REACH ME

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### ACADEMIC PROFILE

Chartered Institute of Personnel Management  
Sri Lanka |Dec. 2013  
Sri Lanka Institute of Marketing |Sep 2007  
Ladies College Department of Vocational Studies  
| Sep.2002  
Methodist College, Colombo, Sri Lanka  
|Dec.2001

### CAREER SUMMARY

Temporary Personal & Admin Assistant  
GVR Lanka (Pvt) Ltd Colombo, Sri Lanka | Nov.  
2020 to Feb. 2021

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications, such as emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage petty cash

Contributing Writer (remote work)  
Yoho Bed Lanka (Pvt) Ltd | May 2016 to July  
2018

Administration Manager  
EFS Facilities Management Services LLC| Sep.  
2014 to May 2017

Operations Executive  
ETA Group of Companies Modern Building  
Maintenance LLC| Jan. 2014 to Aug 2014 & Mar  
2008 to Dec. 2012

Assistant Merchandiser  
Next Sourcing LLC, Sri Lanka Oct.  
2005|Feb.2008

Secretary  
Jetwing Hotels, Sri Lanka Jan. 2005|Aug.2005