



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
Contact no: 04 4577500
Email: Joel.Dsouza@efsme.com

HOW TO REACH ME

Mobile : 00971 526163957
Email: nastashiaekanayake@gmail.com
Address: Al Barsha, Dubai
LinkedIn: [linkedin.com/in/nastashia/](https://www.linkedin.com/in/nastashia/)

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