



CAREER GOAL

To obtain a long-term permanent and challenging position in an esteemed organization, where my experience and other skills can be employed and developed and to become a keen part of a dynamic



WORK EXPERIENCE

Position: - Office Clerk

Company:- Emaar (Dubai world Company)

Location:- Dubai Marina Mall UAE

Date: - November, 2014 – December, 2015

DUTIES & RESPONSIBILITIES:

- In Yardi System was updating Cheque and Pdc
- Data entry in the company's Order Entry system
- Handling duties, as needed
- Perform intermediate cross-checks and problem solving
- Entering all types of customer data in a timely and accurate and in accordance with data entry standards into our online systems
- Possible light filing
- Entering and updating data
- Entering contact information to an already prepared template
- Assisting in documenting processes and procedures
- Enter and verify alphanumeric data from a variety of sources into a computer database
- Handle complex transactions requiring attention to detail

Position: - Admin Assistant

Company:- Imdaad LLC (Dubai world Company) **Location:-** Jabel Ali Dubai UAE

Date: - March, 2011 – October, 2014

DUTIES & RESPONSIBILITIES:

- Creating PR as per the job Required, keep following with the Procurement Department until issue the Purchase Order
- Preparation of monthly reports and submission to the Management
- Preparation of weekly work instruction reports and PO reports
- Making 3V reports and Variable reports
- Preparation of Overtime and Allowances reports of Drives and Technicians
- Coordination and handle the necessary documentation work with HR department regarding Passport, Leave approval and salary etc
- Preparation of documents regarding Billing advice and Invoicing
- Preparation of Quotation
- Receiving and directing relevant complaints from the client and call centre
- Maintaining and keeping records properly
- Coordinating with daily complain of Technicians
- Time booking, labour booking in Maximo (software) / Material punching and updating planned and actual



**Mallawa Arachige
Nishadi Chamika**

CONTACT



Address:

Dubai UAE



Phone:

+971-52-3420505



Email:

nc.shayaeran@gmail.com



PROFILE

Date of Birth: 11-06-1986

Nationality: Sri-Lankan

Visa status: Residence Visa

Marital status: Married

Languages: English & Sinhala

Driving License UAE

(Valid up to 2023)

work.

- Booking of materials needed for the technicians required for the job
- Closing and completing of work orders verified by the supervisors and engineers
- Receiving Invoices from the subcontractors
- Responsible for preparation of invoices, receipts, credit notes, follow up collections and receivables from clients/customers
- Handling of petty cash and other related documents
- Support other senior Managers and other members of staff, as time permits in day to day activities.

Position: - Receptionist

Company: - wet water resort Pvt, (Ltd)

Location: - Gampaha, Sri Lanka

Date: - November 24, 2009 – 2010 December

DUTIES & RESPONSIBILITIES:

- Answer telephone, screen and direct calls
- Take and relay messages
- Provide information to callers
- Greet persons entering organization
- Direct persons to correct destination
- deal with queries from the public and customers
- Ensures knowledge of staff movements in and out of organization
- General administrative and clerical support
- Prepare letters and documents
- Receive and sort mail and deliveries
- Schedule appointments
- Maintain appointment diary either manually or electronically
- Organize meetings
- Tidy and maintain the reception area

Position:- Receptionist

Company:- Sena Holdings Pvt, (Ltd)

Location:- Colombo, Sri Lanka

Date: - September 13, 2009 October

- Preparation of weekly, monthly and annual revenue/collection forecast
- Preparation and post cheques for payment
- To ensure that all post is sent daily.
- To ensure all filing is done in a timely and in an accurate manner.
- Responsible for preparing invoices, receipts, credit notes, follow up collections and receivables from clients/customers.
- To receive and process all invoices, expense forms and requests for payment.
- To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.
- Ensure efficient revenue collection routines, coordinate collections and cheque pick-up

schedules with cash collectors.

- Develop and maintain excellent relations with each and every clients/customers to solve any issues on day to day basis.
- Resolve issues relating to reconciliation of accounts and overdue payments.
- Performs Customer Service functions

ACADEMIC QUALIFICATION

Successfully Passed G.C.E Ordinary Level examination on 2003 in Lindsay Girls School – Colombo 03
Successfully Passed G.C.E Advanced Level Examination on 2006 in Lindsay Girls School – Colombo 03

DECLARATION

I hereby declare that the information given above is correct to the best of my knowledge and I shall be responsible for any discrepancy