



# DUMITH SAMARAWEERA

## PROFILE

Dedicated Office Administrator with 08 years of experience optimizing administrative processes and fostering operational efficiency. Proficient in Microsoft Office Suite, skilled in Graphic Designing, Video Editing, and expert at coordinating office activities. Seeking a challenging role to leverage strong organizational and communication skills at Sri Lanka Air Force.

## PERSONAL INFORMATION

**Name**

Dumith Samaraweera

**Birthdate**

05.08.1993

**Gender**

Male

**Residence**

No.133/1, Dehideniya, Leliambe, Matale

**Nationality**

Sri Lankan

## CONTACT

☎ 0766822459

✉ dumithsampath1@gmail.com

## PROFESSIONAL SUMMARY

### ● 2016 - Present

**Sri Lanka Air Force****Administrative Assistant**

Dedicated Office Administrator with over 8 years of experience optimizing administrative tasks and ensuring smooth office operations. Proven ability to streamline processes and improve efficiency. A dynamic and highly organized professional seeking the position of Office Assistant at Sri Lanka Air Force to contribute strong organizational and communication skills in a fast-paced office environment. Adept at managing tasks efficiently, maintaining a high level of accuracy, and providing exceptional support to enhance overall office productivity. Proven ability to handle diverse responsibilities and collaborate effectively with team members.

## EDUCATION

### ● 2013

**Diploma in IT (International)**

E-soft Metro Campus, Matale

### ● 2012

**Passed G.C.E Advanced Level Examination**

Mahinda Rajapaksha National College, Matale

### ● 2009

**Passed G.C.E Ordinary Level Examination**

Mahinada Rajapaksha National College, Matale

## PROFESSIONAL QUALIFICATIONS

### ● 2014

**National Certificate for Accounting Technicians**

Technical College, Matale

## QUALIFICATIONS & ACHIEVEMENTS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational and time management skills.
- Strong communication and interpersonal abilities.
- Ability to work independently and as part of a team.
- Experienced in implementing new office procedures, resulting in a 20% increase in efficiency.

## WORK EXPERIENCE

Sri Lanka Air Force - April 2016 - Present

- Manage day-to-day administrative tasks, including scheduling appointments, organizing meetings, and handling correspondence.
- Collaborate with other departments to ensure smooth operations.
- Handle incoming calls and direct them to the relevant personnel.
- Assisted with the implementation of new office procedures.
- Handled and filed confidential and sensitive information as needed.
- Maintained confidential records

## SKILLS

- Exceptional organizational skills.
- Strong communication and interpersonal skills.
- Expert in Microsoft Office Suite (including Word, Excel, PowerPoint)
- Ability to work under pressure and multitask.
- Knowledge of office equipment maintenance.