

P PRASHAN CHAMARA

ADMINISTRATOR &
IT SUPPORT



About Me

Dedicated and highly organized administrator with a proven track record of efficiently managing administrative tasks while excelling in system administration responsibilities. Possesses strong communication and problem-solving skills, ensuring seamless coordination between administrative functions and IT systems. Demonstrated expertise in developing and implementing cloud-based solutions to streamline operations and improve data management across various platforms.

Experience

Desert Cubs Sport Academy Feb 2022 - Present UAE
Administrator and IT Coordinator






- Acting as a branch manager for Desert cubs SIS Branch by Managing branch finances, cash flows, and administrative duties while overseeing customer interactions as a frontline staff member.
- Developed cloud-based attendance, leave, and registration systems using Google Cloud and Workplace, providing management with dashboard-style data analysis and reports with staff payroll details.
- Administering a system for 25+ staff members by creating, maintaining users, and managing permissions.
- Handling company website www.icca.cricket (Creating, maintaining, and hosting) and working as a system administrator using Google Workplace.

Trico Support PTE LTD May 2020 - August 2021 Singapore
Man Power Executive

- Developed and maintained a Google Workplace system to manage and analyze data for 60+ staff members, facilitating management reporting.
- Handled recruitment, staff management, rostering, and payroll processing, ensuring smooth operations and staff satisfaction

 +971588274266
 prashanchamara.a@gmail.com
 Dubai, UAE 00000
 www.thecn.com/PP811

Expertise

Communication 
Team-working 
Management 
Computer Literacy 
Customer Relation 

Language

Sinhalese 
English 
Hindi 



PRASHAN CHAMARA

ADMINISTRATOR &
IT SUPPORT



Experience

Commercial Bank of Ceylon PLC July 2007 – November 2019 Sri Lanka

Banker

- Branch Duties: - Managed branch operations, including cashiering, cheque clearing, account opening, and credit operations.
- Treasury Department: - Handled treasury operations, including bonds, fund transfers, and reserves management with the Central Bank of Sri Lanka.
- E Banking Department: - Conducted testing for new e-banking systems, developed scenarios, and reported test results to management.
- Central Administrator Dept - Handling Staff Loans

Accomplishments

Desert Cubs Sport Academy Feb 2022 - Present UAE

- www.icca.cricket - Company website creation and maintenance
- Developed attendance and leave systems for academy staff and students
- Designed and implemented a new student registration system for the academy

Education

- BSc (Hons) in Network Technology & Cyber Security - Lincoln University, Malaysia, January 2024 - Present
- Certificate in Information Technologies - Singapore Informatics College, Sri Lanka, January 2006 - July 2006
- Diploma in Information Technologies - Informatics Academy, Singapore, January 2019 - August 2019
- Advanced Diploma in Information Technologies - Informatics Academy, Singapore, September 2019 - June 2020
- Google sheets Advanced Topics - Google Cloud, March 2023 - August 2023
- Introduction to Google workplace Admin - Google Cloud, April 2023 - August 2023
- Business Analyst with Excel - Skillup by Simplilearn, January 2022 - June 2022
- Certified in Ethical Hacking - Active Tech Networks, Sri Lanka, May 2022 - October 2022
- Linux - Red Hat Enterprise - Active Tech Networks, Sri Lanka, May 2022 - October 2022
- Ad policies for Content, Creative and Targeting - Facebook blueprint eLearning, January 2022 - June 2022
- Ordinary Level & Advanced Level - General Certificate of Education, Sri Lanka, December 2002 - April 2006