

PRASHAN CHAMARA

ADMINISTRATOR &
IT SUPPORT



About Me

Dedicated and highly organized administrator with a proven track record in both banking and system administration. Experienced in managing a wide range of administrative responsibilities, with a strong background in financial operations, customer service, and compliance within the banking sector. Adept at bridging the gap between administrative functions and IT systems, ensuring seamless workflows and efficient processes. Skilled in implementing cloud-based solutions to streamline operations, enhance data management, and support cross-functional teams. Known for strong communication, attention to detail, and problem-solving abilities, contributing to consistent organizational improvement and operational excellence.

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.desertcubs.com (Creating, maintaining, and hosting) and working as a system administrator..

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

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- Sharjah, UAE 00000
- <https://prashanchamara.github.io/portfolio>

Expertise

Communication	<div></div>
Teamworking	<div></div>
Manajement	<div></div>
Computer Literacy	<div></div>
Customer Relation	<div></div>

Language

Sinhalese	<div></div>
English	<div></div>
Hindi	<div></div>

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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.desertcubs.com - 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
- Designed web app for Raffles consolidated pvt ltd to handle their IT help desk duties

Education

- BSc (Hons) in Network Technology & Cyber Security - Lincoln University, Malaysia, January 2024
- 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
- Advanced Diploma in Information Technologies - Informatics Academy, Singapore, September 2019 - June 2020
- Diploma in Information Technologies - Informatics Academy, Singapore, January 2019 - August 2019
- Certificate in Information Technologies - Singapore Informatics College, Sri Lanka, January 2006 - July 2006
- Ordinary Level & Advanced Level - General Certificate of Education, Sri Lanka, December 2002 - April 2006