



# Prashan Chamara

## Head of Admin & Digital Solutions Specialist

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🌐 Portfolio

## PROFESSIONAL SUMMARY

Highly versatile and results-driven Head of Administration and Full-Stack Developer with over 19 years of diversified experience bridging the gap between complex business operations and modern technology. Uniquely qualified as a dual-threat professional: capable of leading administrative teams and managing HR workflows while simultaneously architecting and deploying custom ERP software solutions.

Expert in using Python (Flask), MySQL, and cloud technologies to automate manual processes, resulting in significant cost savings and operational efficiency. Passionate about building user-friendly digital tools that solve real-world business problems while maintaining the highest standards of administrative excellence.

## CORE COMPETENCIES

### 📁 Strategic Business Administration

- High-level Contract Negotiation
- Sponsorship Acquisition
- Vendor Management
- Strategic Operational Planning

### 📈 Financial Management

- Branch Cash Flow Analysis
- Budget Forecasting
- Petty Cash Reconciliation
- Recurring Invoicing

- Policy Formulation

- Audit Compliance

### Full-Stack Development

- **Backend:** Python 3, Flask, SQLAlchemy, RESTful APIs
- **Frontend:** HTML5, CSS3, JavaScript (ES6+), Bootstrap 5
- **Tools:** Git/GitHub, VS Code, PWA

### Digital Marketing

- Meta Ads Strategy
- SEO & Reputation Mgmt
- Content Writing
- Graphic Design (Canva)

## PROFESSIONAL EXPERIENCE

### Head of Admin & Digital Solutions Specialist

Desert Cubs Sports Academy, Dubai, UAE

Feb 2022 – Present

#### Strategic Administration & Business Operations

- Serve as primary point of contact for external business dealings, successfully negotiating SLAs with facility providers and vendors.
- Spearhead sponsorship acquisition by creating pitch decks and negotiating funding deals for tournaments.
- Compile comprehensive Monthly Managerial Reports for the Board of Directors regarding enrollment trends and revenue analysis.

#### Financial Operations & Branch Management

- Operate as de facto Branch Manager for the SIS location, overseeing daily financial transactions and reconciliation.
- Implemented a strict tracking system for outstanding dues, significantly reducing bad debt.
- Manage high-volume portfolio of Post-Dated Cheques (PDC) and oversee payroll for 25+ staff.

#### Technical Innovation & System Development

- Solely architected and deployed a custom Admin Portal (ERP) using Python and Flask to replace fragmented spreadsheets.
- Engineered an automated invoicing engine handling pro-rated billing, discounts, and PDF email dispatch for hundreds of students.

- Developed an HR & Leave Management Module with dual-approval workflows integrated with payroll.
- Built a touchless QR-Code Attendance System with geolocation verification.

## Digital Marketing & Brand Management

- Execute targeted Facebook/Meta Ads campaigns to drive lead generation during peak seasons.
- Manage Google My Business profile and SEO strategy for [www.desertcubs.com](http://www.desertcubs.com).
- Super Admin for Google Workspace, managing user provisioning and security.

## IT Support & Web Developer (Contract)

Raffles Consolidated Pvt Ltd, Sri Lanka

### Previous Role

- Designed and deployed a bespoke Web Application to digitize the manual IT Help Desk ticket logging process.
- Reduced ticket resolution time by 30% through categorized urgency assignments and audit trails.
- Analyzed IT workflows to implement digital solutions reducing system downtime.

## Banking Assistant

Bank of Ceylon, Sri Lanka

### Previous Role

- Conducted rigorous QA and scenario-based testing for new online banking platforms.
- Managed complex portfolios of internal staff loans ensuring adherence to Central Bank regulations.
- Handled high-volume financial transactions with zero discrepancies in end-of-day balancing.

## KEY TECHNICAL PROJECTS

### Desert Cubs Admin Portal (ERP)

[View Live](#)

*Python (Flask), MySQL, SQLAlchemy, Bootstrap 5, JavaScript*

A comprehensive PWA built to manage entire academy operations. Features include a complex financial engine for recurring invoices, role-based security (RBAC), and background task automation for payment reminders.

## Turbo Global Luxury Transport

[View Live](#)

*HTML5, CSS3 (Custom Properties), Vanilla JavaScript*

A high-performance marketing website for VIP transport. Implemented a lightweight SPA routing structure for smooth navigation and used Python scripts (Pillow) for batch-processing fleet images.

## EDUCATION & CERTIFICATIONS

### BSc (Hons) in Network Technology & Cyber Security

Lincoln University, Malaysia

Jan 2025

### Advanced Diploma in Information Technologies

Informatics Academy, Singapore

Sep 2019 – Jun 2020

### Diploma in Information Technologies

Informatics Academy, Singapore

Jan 2019 – Aug 2019

### 🌟 Google Workspace Admin

Google Cloud Training (2023)

### 🌟 Certified in Ethical Hacking

Active Tech Networks (2022)

### 🌟 Red Hat Enterprise Linux

Active Tech Networks (2022)

### 🌟 Business Analyst with Excel

Skillup by Simplilearn (2022)

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References available upon request.