

# K.L.A.ANURUDDHA CHARITH

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<https://github.com/anuruddham/anuruddham>

NO.210,SOUTHERNCORT,MANAVILA,WALAHANDUWA,GALLE,SRI LANKA



Public Management Service Officer equipped with extensive experience in office management. Employs excellent leadership skills and multi-tasking strengths. Demonstrated ability to improve inventory operations, procurement process, financial payments and deposits and reduce costs of office system

## Experience

04/2013 to present

Public Management Service Officer  
CHIEF SECRETARY OFFICE, GALLE

- ☐ Paying salary of staff by government paying system software.
- ☐ All cash and cheque payments done by government paying system software.
- ☐ Generate monthly accounts report.
- ☐ Maintaining all staff personal files
- ☐ Accomplished government procurement proceeding
- ☐ Handling inventory of office by government inventory systems software.
- ☐ Create and modify employee schedules with service levels in mind.

10/2012 to 03/2013

Accounts Assistant  
HIKKA TRANZ HOTEL, HIKKADUWA

- ☐ Paying salary of staff by IFS system.
- ☐ All cash and cheque payments done by IFS system.
- ☐ Generate daily income report to the top management.
- ☐ Maintain detailed logs and reports of services performed, profit, and budget information.
- ☐ Generate monthly budget report.

11/2011 to 10/2012

Supply and Stores Supervisor  
SAMSON RUBBER PRODUCTS(PVT)LTD, GALLE

- ☐ Answered customer questions and resolved service issues in a timely manner.
- ☐ Diagnosed customer issues by asking probing questions and write up repair orders.
- ☐ Ordered supplies and kept inventory at optimal levels.
- ☐ Coordinated equipment repairs and maintenance.

## Highlights

- ☐ Maintaining Files
- ☐ Reports generation
- ☐ Office Management
- ☐ Effective Government
- ☐ Procurement
- ☐ Organizational capacity
- ☐ Operability and commitment
- ☐ Ability to motivate staff and maintain good relations
- ☐ Resistance to stress
- ☐ Good manners

## Education

Bachelor of Commerce: University Of Sri Jayawardenapura, Colombo - 2019  
DIPLOMA IN IT (INTERNATIONAL)  
ESOFT METRO CAMPUS Pearson Assured Organisation -2018  
GCE Advance Level Exam Passed in 2009 in commerce stream with grades 1 B,3 C  
GCE Ordinary Level Exam passed in 2006 with grades 7 A,2 B,1 C

## SKILLS

- \* Strong Communication Skills
- \* Empathetic
- \* Energetic
- \* Team Building
- \* Self-motivated
- \* Listener