

Chamila Bandara Diddeniya

Personal Details

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Passport # : N 2763593

National Identity Card # : 820044037V (Sri Lanka)

Civil Statues : Married

Employment History

Finlay Rentokil (Pvt) Ltd., (Pest Control Division) – Sri Lanka/Maldives

November 2015 – Up to now

Executive – Administration (Based in Maldives)

- * Speed-up to the payment collection before the deadline after issues the relevant documents.
- * Handle the Branch Main Stores.
- * Arrange monthly reports within first week in the relevant month and send to relevant authorities.
- * According to the Management of the company, Submit Management reports to the Management.
- * Follow-up Admin matters from the relevant parties with the nominated authorized companies in Maldives in Maldives.
 - New Visa arranging to new employees
 - Renewing Visa for current employees
 - New and renewal of insurance in present employees and new employees
- * Attend to the office matters of day-to-day works as well as weekly and monthly schedule.

Associated Motorways (Pvt) Ltd., (Under Yamaha Japan Company) – Sri Lanka

April 2014 – September 2015

Executive – Administration (Worked As Team Leader)

- * Speed-up to the payment collection before the deadline after issues the relevant documents & Maintaining Lease/Finance/Loan Cheque Register.
- * Appointing new dealers
 - Issuing new bank guarantee request letter
 - Follow-up to renew bank guarantees before expires
- * Arranging presentation to Send YMC (Yamaha Motor-cycle) report within 10 days in the relevant month and send to Japan Yamaha Company (Mother Company of Yamaha – Japan)
- * Submit Management report
 - Debtor reports
 - Daily Document submission report
 - Competitor press articles
 - Bank Guarantee status reports
- * Guiding to corrections and speed-up to the Leasing Document Submitting- Within 01 working day once received the documents from the responsible person in Yamaha Division
- * Guiding to corrections and Speed up to preparation of documents in order to pay dealer commission within 01 day once received the documents from responsible Person in Yamaha Division.

Saudi Telecom (Under I-Man Company) – Saudi Arabia

December 2011 – December 2013 (end of 1st Contract Period)

District In-Charge - Work Force Management System (WFMS) and Control Center

- * Assign work orders to sector supervisors in all exchanges and GSM sites in District
- * Closing work orders according to supervisors
- * Handling fails work orders
- * Implement new easy methods to close PMRs
- * Generating reports with other details according to District Engineer/Regional Manager/Project Manager communicate with them
- * Co-work with Receive Transmit Time Switch (RTTS) Team using with Baseboard Management Controller (BMC) System (Nokia/Huawei/ZTE)
- * Handled and administrate different nations of WFMS staff members (Sri Lankan / Indian / Pakistan / Philippine)
- * Managed Stores and General Administrative Department (admin different nations of Sri Lankan / Indian / Pakistan / Philippine / Nepal / Bangladesh /Egypt) to helping purpose

Centurion Transport Solutions (Pvt) Ltd - Maldives

June 2011 – October 2011 (Terminate all foreign staff)

Manager - Sales & Marketing

- * Promote company name and service in present customers and new customers
- * Implement new methods to sales and customer hunt with customer's satisfaction
- * Associate with Import and Export both Sea and Air Freight
- * After sales visit

Metro International Asia (Pvt) Ltd - Sri Lanka & Maldives

September 2010 – May 2011 (Low salary)

Executive - Sales & Marketing

- * Promote company name and service in present customers and new customers
- * Associate with Import and Export both Sea and Air Freight
- * After sales visit

Domestic Express (Pvt) Ltd - Sri Lanka

September 2009 – August 2010 (Very low salary)

Executive - Sales & Marketing

- * Promote company name and service in present customers and new customers
- * Coordinate all branches to customer service for customer's satisfaction
- * After sales visit

Branch Head - Katunayake Branch

- * Handle with admin branch members and other duties
- * Handle branch cash books
- * Promote company name and service in present customers and new customers
- * Coordinate all branches to customer service for customer's satisfaction
- * After sales visit

Sri Lanka Navy - Sri Lanka

October 2002 – September 2009 (end of Contract Period)

Information Technologist in Sri Lanka Navy

- * IT Lecture for beginners to Sri Lanka Navy
- * Web Designer
- * Software Developer
- * Hardware Technician

Education History

Jan 1986 – Dec 1997

General Certificate of Education (Ordinary Level) – 1997 December – Successfully Completed

Sep 1998 – Aug 2000

General Certificate of Education (Advanced Level) – Science Subjects – 2000 August – Successfully Completed

Associations

"Vidukirana" Science & Technology Society (Attached to the Ministry of Science & Technology) Sep 1998 – Aug 2000 (2 years)

Executive Secretary (K/Wickramabahu National School - Gampola, Sri Lanka)

Science & Technology Society Sep 1999 – Aug 2000 (1 year)

Vice-president (K/Wickramabahu National School - Gampola, Sri Lanka)

Senior I.Q. Team Sep 1998 – Aug 2000 (2 years)

Member (K/Wickramabahu National School - Gampola, Sri Lanka)

Association of St. Johns Ambulance & Brigade (1997)

First-Aid Course - Successfully completed (K/Gagasiripura Vidyalaya - Gampola, Sri Lanka)

Scout campaign Jan 1992 – Dec 1997 (5 years 11 months)

Member & team leader (K/ Gagasiripura Vidyalaya - Gampola, Sri Lanka)

Certifications

The School of Electronics (Sri Lanka)

Basic Computer Certificate Course

T. E. C. Sri Lanka (Sri Lanka)

Computer programming Diploma # - 01

Computer programming Diploma # - 02

T. E. C. Sri Lanka (Sri Lanka)

Computer programming Advanced Diploma

Lanka Data Bank (Sri Lanka)

Job Training course as a Computer Accounts Clerk

American College (Sri Lanka)

English Certificate Course

Aldersgate University - Philippines (AIMS College - Colombo)

I am Undergraduate for Bachelor of Business Administration (BBA) - Final Year.
Graduation will held on month of June 2016.

*** Registered to start Master degree of Business Administration (MBA) after a complete Bachelor of Business Administration in Aldersgate University - Philippines (AIMS College - Colombo). The course will start from the month of July 2016.**

Languages

Sinhala - Fluent

English - Fluent

Arabic - Can Manage

Refries

1. Mr. M.A.M Manel Bandara,
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Lunugama,
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2. Mr. Ravi Weerapperuma,
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3. Mr. Chaminda Jayapala,
Captain (S), SLN,
Sri Lanka Navy,
Naval Headquarters,
Colombo - 01 (Sri Lanka).