Dear Sir,  
  
  
Post Applied for Administration  
  
I am writing to you regard to a career opportunity within your prospective organization. Attached resume shall explain my achievement. I’m a hardworking individual who is keen to surpass all challenges to the best of my ability.  
  
In view of the above, I shall be glad and hope to be in contact with you soon in regard to the position applied.  
  
Residence:  011-2249923  
Mobile:        072-4781578  
  
Thanking you.  
  
  
Yours sincerely,  
  
L A Demotte

16 March2015

Dear Sir,

**PostApplied for Administration**

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Mobile: 072-4781578

Thanking you.

Yours sincerely,

LA Demotte

# Resume

## Personal Information

Name in Full :Leopold Andrew Demotte

Temporary Address : Negombo Road, Welisara, Ragama

Date of Birth : 19 December1968

Gender : Male

Civil Status : Single

Nationality : Sri-Lankan

NIC.No : 683540188V

School Attended : St. Lucia’sCollege, Colombo 13

Mobile Phone No : 0724781578

Personal Email : leo.lk18@yahoo.com

## Profile

I am a hard working team player and I enjoy exceeding targets. I look for ways to do things better because I am motivated by being successful and achieving short as well as long term goals.

## Job objectives and career goal

To apply the knowledge I have gained through my academic career andreal world experience for the betterment of the organization.to obtain a position according to my knowledge, so this brings about the challenging spirit inside me and will allow me to achieve self satisfaction by facing and winning challengesto accumulate knowledge and experience in order to become a skilled professional.

Educational Qualifications

G.C.E. (O/L & A/L) With Distinction for English.

Other qualifications

* Advance Certificate in Human Resources Management from National institute of Business Management Colombo 07.
* Followed a Diploma Course in Microsoft Office with Internet & E-Mail at East West career Training Centre (Pvt) Ltd. Colombo – 03.

MS Word, Excel, Power Point, Operating System & Internet& E-Mail.

Advance certificate in Ms Excel from Aquinas College Colombo 08

* Obtained a Diploma in Hardware Engineering with Networking at Turnkey Computer Systems (Pvt) Ltd. Colombo – 03.
* Followed a In House Practical Accountancy Course conducted by JMC to maintain a set of Book of accounts independently using relevant documents, Ledgers & other books of accounts (TAP)
* Followed a course in PracticalAccounts& Taxation from DPR Institute Colombo 08.

## Working Experience

1. **Company**: M/s Rajabdeen& Sons Ltd.

**Address**: Messenger StreetColombo – 12.

**Role**: Computer Operator / Stock Clerk.

**Duration:** 1 Year.

1. **Company**: M/s E.I & M (Pvt) Ltd.

**Address**: No. 257, Grandpass Road, Colombo 14.

**Role**: Accounts Receivable Assistant.

**Work profile:**

* + - * + Experience in working with IMAS/400 Accounting software on the AS/400 Mid-range System environment.
        + Experience in the following Module’s;

Accounts Payable

Account Receivable

General Ledger

Inventory Control & PO Management

Order Entry & Invoicing.

* + - * + Handling invoicing (FMCG / Pharmaceuticals & Other Products) as well as maintaining inventory records (distributor/customer) balance stocks pertaining to all transactions related to the above & coordinating with distributors & customers & Field staff with regard to deliveries.
        + Hands on experience in handling Debtor’s & Creditor transactions on computer (ERP Systems) Credit balances & as well as manually & keeping all accounts.
        + Experience in sales administration duties such as Entering & passing journal entries (credit/Debits) related to distributors and for incentives/target incentives free issues & handling marker returns preparing incentives for sales people and distributors.
        + Hands on experience in Payroll Software, Maintaining & Preparing Salaries, Wages for staff & Factory employees. Processing for payments submitting to banks & submitting reports for relevant departments & maintaining loan registers.
        + Attending to computer related sales work such as maintaining stocks n inventory system, invoicing, preparing reports for management purposes.
        + Preparing Wages for casual employee’s contract workers. Experience in HR Work such as EPF, ETF remittances personal file maintenance handling Leave Records & Attendance & overtime. I have a good knowledge in Labour laws and Regulations.
        + I have undergone training in call canter professionalism & have experience as a Relief Telephone Operator.

**Duration:** 12 years & 6 months.

1. **Company:** M/s Crimson CS (Pvt) Ltd No. 941,

**Address**: Parliament Road, Kotte.

**Role**: Payments a Payroll Officer.

**Work profile**:

* + - * + Work includes personnel file maintenance, leave maintenance Time, Attendance and Overtime Records Also coordinating with various departments for various personnel & administration purposes, handling EPF, ETF, PAYE & SRL and Preparing Salaries & Wages for all employees (Permanent, Casual and Temporary staff)
        + Handling all payments of the company. Work included timely payments

to Suppliers and all other relevant organisations , writing cheques, Payment Vouchers, entering of payments to the system and maintaining the payable’s

Receivable's of the company.

* + - * + I have experience in handling ISO 9001- 2000 Documentation & Implementation and also 5s System.

1. **Company**: M/s EAM Maliban Textiles (Jordan) Pvt. Ltd

**Country**: Jordan.

**Role**: HR Executive.

**Work profile:**

* + - * + Handling the payroll for 2000 employees of the organization and also duties related to other Human Resources activities such as recruitment, employee orientation, grievances handling, work related to social security matters, employee welfare, Organising and coordinating social activities. Ialso handled the entire payments of the division.

Payroll Duties included :-

Processing of salaries, preparing denomination, pocketing and distribution.

maintaining accurate attendance, entering all deductions and additions,

maintaining loan registers, preparing final settlements to all employees

andalso helping with the public relations department for the timely distribution and processing of Work permits and Iqamas of new and renewals and work that also may arise time to time pertaining to Auditing and Compliance issues and matters.

**Duration:** 3 years & 2 months.

1. **Company**: Holiday Inn Hotel – Izdihar

**Country**: Saudi Arabia.

**Role**: Paymaster cum Secretary/ HR Coordinator

**Work profile:**

* + - * + Handling the payroll for the entire employees (350 employees) of the organization and also duties related to other Human Resources activities such as recruitment, employee orientation, grievances handling, work related to General Insurances, employee welfare, Organising and coordinating social activities. I also handled the entire payments of the division.

**Payroll Duties including :-**

Processing of salaries, preparing denomination, and distribution.

maintaining accurate attendance, entering all deductions and additions,

maintaining loan registers, preparing final settlements to all employees

and also helping with the public relations department for the timely distribution and processing of Work permits and visa of new and renewals and work that also may arise time to time pertaining to Auditing and Compliance issues and matters.

**Secretarial Duties:-**

Attending to all Secretarial and administrative duties of the Finance and

Hunan Resources departments, preparation of financial reports and work

relating to audit requirements.

I Have a fair knowledge of speaking, Reading & writing Arabic Language

Duration: 2 years 4 months

Non Related referees: Major MangalaWimalasooriya

Deputy Director- Maintenance

Urban Development Authority

Sethsiripaya

Battaramulla

Email: [mangalawimal@gmail.com](mailto:mangalawimal@gmail.com)

Tel: 011 2863103/2873651

Mr B G Somatilaka

Industrial Relations Advisor

23A JayamaMawatha

2nd Lane Madiwela

Kotte

Email: [BG.somatilaka@unilever.com](mailto:BG.somatilaka@unilever.com)

Mobile :0773187439

I do hereby certify and attest that the above particulars furnished by me are true and correct to the best of my knowledge and belief.

***L. A. Demotte***

***Date: 16 March 2015***