***Curriculum Vitae***

 **Danooshani Selvakadirgamar**

90, Hospital Road

Kandy

<Tel:0812232782>

: 0776334887

Email: Danooshani01@gmail.com

To increase the shareholder value and maximize profit by improving

**VISION** the operational efficiencies and maximum utilization for the

Available resources

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| I am a good team player and can work with a team, in order to achieve tight deadlines on time while overcoming any challenges. I want to work with a growing company and want to learn more professional skills form the seniors. I want to achieve higher career goals with my dedicated hard work. |

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| **PERSONAL ATTRIBUTES** |

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| Full Name – Danooshani Selvakadirgamar  Date of Birth –1996.01.14  Gender - Female  Age – 19  Civil Status – Single  Nationality – Sri Lankan  NIC Number – 965141898V |

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| **PERSONAL INFORMATION** |

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| **EDUCATION** |

2001-2014 Kandy Girls’ High School

* Passed GCE A/L Examination in- 2014 (Index No -3081770)

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| Economics | B |
| Business studies | C |
| Accounting | S |
| General English | C |

* Passed GCE O/L Examination in -2011 (Index No-1335433)

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| Saivanery | A |
| History | A |
| Dance | A |
| Health and Physical education | A |
| English | B |
| Tamil | B |
| Science | C |
| Mathematics | C |
| Geography | C |

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| **2014 -2015 Esoft metro campus Colombo** |

Diploma in computerized accounting

**2015**  **University of Colombo**

Certificate course in international relations

**2015-2017** **ICBTCampus**

Dual HND in Business & Management + Business HRM (R)

**WORK EXPERIENCE**

Currently working at Practical Action (INGO)/ Janathakshan gte ltd (Colombo-05) as Admin officer (Form 10.09.2014 –Now)

**MAIN TASKS & RESPONSIBILITIES:**

**Front Office**

1. Answering telephone and routing calls, takes messages and directing calls to concerned person/extension with proper etiquette
2. To behave in very professional manner and always acquiring professional ethics.
3. Prepare and update staff/consultants telephone extension and contact lists
4. Greet visitors and handle inquiries from public
5. Liaison with internal and external contacts and coordinate the flow of information
6. Scheduling meeting room and maintain booking register
7. Sort, open and distribute incoming mail, coordinate outgoing mail, courier; associates incoming correspondence with files with assistance from supervisor
8. Maintain courier and mail registers
9. Receiving and sending faxes whenever required
10. Keep the front office clean and tidy

**Administration**

1. Assist with making logistical arrangements for meetings, workshops, conference etc.
2. Assist with preparation of staff time sheets and fuel reimbursement, advance and currency settlements.
3. Coordinate staff meetings by ensuring that agenda and previous meeting minutes are circulated to staff on timely basis
4. Compile and update consultancy register and database and assist with managing of consultants’ payments etc.
5. Assist with raising payment/petty cash vouchers
6. Filing, scanning, faxing, photocopying, binding, laminating and typing specific documentation as and when required
7. Maintain/ monitor the office stationery and first Aid stocks
8. Maintain admin filing system with help of supervisor

**HRM**

1. Maintain staff attendance and leave records
2. Maintain employee information by entering and updating employment and status-change date
3. Keeping human resource information confidential
4. Maintain and monitor staff time sheet records
5. Prepare leave chits and obtain signatures
6. Monitor and update staff list with new recruits, contract renewals, probationary period etc.
7. Assist with recruitment process with the help of supervisor
8. Maintain and monitor staff and full time consultants movements and staff notice board
9. Maintain HR filing system with help of supervisor

**EXTRA CURRICULAR ACTIVITIES**

Dancing (Baratham) 2nd Grade North Ceylon musical academy Jaffna

Participated in speech competitions (School level)

Girl guiding (Prime minister guiding)

Hindu Society member (2014 Batch)

Participated in the ‘SUCCESS likes YOU!’ CHYK Youth Camp – 2012

**TECHNICAL SKILLS**

Proficient in MS Office applications (MS Word, MS Excel, MS Access, PowerPoint, MS Outlook)

**REFERENCES**

Name: Erwin Rathnaweera

Designation: Head of the Project Sustainable lagoons

And livelihood Project –Practical Action

Contact No: 0767479079

Name: Arshad Careem

Designation-Finance and admin manager –Janathakshan (Gte) Limited

Contact No-0766182503

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Date S.Danooshani