

# THARINDI PERERA

**Administrative Professional | Microsoft Office Specialist |**

**AI Content & Design Generator | Office Assistant**

+971 58 809 2175 | Jafiliya, Dubai, UAE | [tharindiperera16@gmail.com](mailto:tharindiperera16@gmail.com) |

Tourist Visa – 19<sup>th</sup> April 2025 | **DOB:** 01.16.2004 | **Nationality:** Sri Lanka | **Gender:** Female



## PROFESSIONAL SUMMARY

Resourceful and detail-oriented administrative professional with proven experience in office operations, document handling, front desk support, and data management. Skilled in generating AI-based designs for basic marketing and presentation use, along with advanced proficiency in Microsoft Office tools including Word, Excel, PowerPoint, and Outlook. Experienced in maintaining records, coordinating internal communication, and supporting inventory and scheduling tasks. Adept at multitasking, problem-solving, and delivering high standards of administrative efficiency in fast-paced environments. Currently seeking to contribute my diverse skills in a growth-focused administrative or office support role.

## PROFESSIONAL SKILLS

- Office Administration
- Document Management
- Front Desk Operations
- Inventory Control & Coordination
- Customer Service Excellence
- Microsoft Office Suite(Excel, Word, PowerPoint, Outlook)
- Email & Phone Communications
- AI-Based Design Generation
- Data Entry & Record Keeping
- Multitasking & Prioritization
- Communication & Interpersonal Skills
- Problem-Solving & Issue Resolution
- Team Collaboration & Support
- Scheduling & Calendar Management

## PROFESSIONAL EXPERIENCE

### **Administrator -Diamond Cutting Company, Panadura, Sri Lanka**

Jan 2022 – Dec 2022

- Maintained accurate diamond inventory records, shipment documentation, and organized filing systems to ensure compliance and traceability.
- Prepared regular reports on stock levels, quality assessments, and product availability to support sales and management decisions.
- Coordinated with suppliers, logistics teams, and internal departments to ensure timely delivery and smooth processing of shipments.
- Conducted inventory audits and reconciliations, resolving discrepancies to uphold data accuracy and stock integrity.
- Handled internal communications, responded to inventory-related inquiries, and ensured confidentiality of sensitive information.
- Utilized inventory management software for data entry, stock tracking, and generating operational reports to improve efficiency.

## Office Assistant -Intima Pvt Ltd, Panadura, Sri Lanka

Jan 2021 – Dec 2021

- Managed daily office tasks including filing, data entry, record keeping, and internal communication to ensure smooth operations.
- Handled incoming calls, greeted visitors, and assisted in front desk operations, maintaining a professional and welcoming environment.
- Supported supply ordering, inventory tracking, and document preparation to meet office needs and deadlines.
- Assisted with scheduling meetings, coordinating calendars, and preparing meeting materials.
- Maintained office equipment and supplies, liaising with vendors for maintenance and procurement.
- Provided administrative support to multiple departments, ensuring timely completion of clerical and operational tasks.

## PROFESSIONAL QUALIFICATIONS

### Successfully completed,

- Diploma in Software Engineering at NIBM, Sri Lanka
- Diploma in Hotel Management at NIBM, Sri Lanka
- Certificate in International Modeling conducted by Top Models by Thrikala Dharani, awarded on 7th April 2024

## EDUCATION

- Diploma in Software Engineering  
National Institute of Business Management (NIBM), Sri Lanka  
2023 – 2024 | GPA: 3.3/4.0
- Diploma in Business Administration  
National Institute of Business Management (NIBM), Sri Lanka  
2022 – 2023 | GPA: 3.5/4.0
- Diploma in Hotel Management  
National Institute of Business Management (NIBM), Sri Lanka  
2022 – 2023 | GPA: 3.5/4.0
- G.C.E. Advanced Level – Combined Maths Stream  
Taxila Central College, Horana, Sri Lanka  
2021 | 3 C Passes
- G.C.E. Ordinary Level  
Taxila Central College, Horana, Sri Lanka  
2018 | 9 A Passes
- CERTIFICATE IN INTERNATIONAL MODELING SYLLABUS  
Conducted by Top Models by Thrikala Dharani  
Awarded on 7th April 2024

## LANGUAGES

English - Fluent  
Sinhala - Native  
Hindi - Basic  
Arabic -Basic

## REFEREES

Excellent references available on request.

Sgd. by H.T.I.Perera