

Nirmal Sandaruwan



Professional Summary

I'm a multiskilled professional with more than 11 years of experience, 3 of which were in Qatar in **camp management**, administration, and logistics. I boast a knowledge and skills base in **accommodation operations for staff**, transportation coordination with drivers, and the observance of Qatar labor and safety laws. I can provide **IT support service** and client-care services, plus work well with teams. Possesses a valid **Qatar driving license** and speaks English/Hindi/Sinhala good.

Contact

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Umm Salal Ali, Doha Qatar.

Education

**G.C.E ADVANCE LEVEL
SRILANKA**
COMMERCE
2010

**BEGINNER DIPLOMA IN ICT
SRILANKA**
IDM CAMPUS
2007

Skills

Qatar Driving License

Camp Management

Computer Hardware &
Networking

MS Office (Excel, Word,
PowerPoint)

Administrative Support
Time Management
Adaptability

Quick Thinker

Flexible

Experience

CAMP ASSISTANT AL SAYED & MAINTANCE COMPANY –QATAR
Jan 2023 - Present

- Managed **daily operations for 700+ staff accommodations**, ensuring hygiene and policy compliance.
- Coordinated **transport logistics** for employees, reducing delays by 20%.
- Resolved administrative issues, improving staff satisfaction and operational efficiency.

LEASING MARKETING EXECUTIVE LOLC FINANCE PLC - SRILANKA.
JAN 2019 - JAN 2021

- Achieved **110% of monthly sales targets** for leasing products through client outreach.
- Streamlined document collection processes, cutting approval times by 15%.

IT TECHNICIAN SRILANKA NAVY
JAN 2011 - JAN 2016

- Maintained **100% uptime** for critical communication systems.
- Trained 50+ personnel in MS Office and hardware troubleshooting.
- Installed and maintained hardware systems, printers, and internal networks