

SUMMARY

Certified Electrician with more than two years of experience in Domestic, Commercial, and Residential electrical installations. Skilled in wiring, motor control systems, troubleshooting, and safety compliance. Proven ability to read and interpret blueprints, maintain electrical systems, and deliver high-quality work under strict deadlines. Seeking an opportunity abroad to apply technical expertise and contribute to projects.

ACADEMIC & PROFESSIONAL QUALIFICATION

Langway Institute,
Colombo

03-01-2013

British Informatics of Computer Technology,
Colombo

05-08-2012

British Informatics of Computer Technology,
Colombo

02-09-2012

Premium Electricals
Colombo

13-09-2025

Diploma in IT

Diploma in Hardware Engineering

Diploma In Web Designing

Domestic Electrical and CCTV Installation

WORK EXPERIENCE

ELECTRICIAN

KANISHKA INTERNATIONAL TRADE,
COLOMBO

14 JAN 2022 to CURRENT

- Domestic Electrical Wiring and Circuit Design
- Electrical Components and Safety Procedures
- CCTV Installation

ADMINISTRATIVE ASSISTANT

CUTE BABY MARKETING, COLOMBO
21 JAN 2018 to 10 DEC 2021

- Managing routine client request such as money movement, transfers and updating client information and resolve any issues.
- Maintaining banking works cash deposits, cash withdraw, cheque written and company balance checking.
- Answering incoming phone calls, forwarding screening phone calls and takes messages.
- Preparing and submit all expense report.
- Looking after all office equipment's and maintenance activities.
- Build and maintain files.
- Maintaining government municipal tax files.
- Handles customer questions and issues personally and replies to all customer inquiries the same business day.
- Monitoring cctv, staff attendances and leaves, cleaning section and assign the work of others.
- Coordinating meetings, events and travel arrangements.
- Handling petty cash related to office expenses.
- Handling general clerical duties including photocopying, fax and mailing.
- Update and maintain internal staff contact lists.
- Handling sensitive information in a confidential manner.

ADMINISTRATIVE ASSISTANT

SUNCITY PROPERTY DEVELOPERS,
COLOMBO

01 DEC 2016 to 18 NOV 2017

- Managing multiple projects simultaneously while maintaining.
- Attention to detail coordinating with architects, engineers, subcontractors, vendors and clients to ensure that all parties are informed of project status.
- Managing employee records.
- Benefits for the company's construction workforce coordinating safety procedures for construction sites, including the use of hard hats, safety vests, steel-toed boots and others.
- Caring duties such as filling, typing, copying, binding, scanning etc.
- Providing administrative support for a project manager, handling scheduling, correspondence, answer incoming phone calls, respond to emails and other office related tasks.

CUSTOMER REPRESENTATIVE

HERMAX TRADE, COLOMBO

06 NOV 2014 to 18 NOV 2016

- Handling all incoming customer queries and questions.
- Resolving customer complaints and issuing refunds as needed.
- Handling payment transactions.
- Maintain a positive attitude and calmly respond to customer's complaints.
- Handling payment transaction.
- Selling product and taking orders.

JUNIOR EXECUTIVE

ALLIANZ INSURANCE, COLOMBO

06 JAN 2014 to 26 SEP 2014

- Deals with policy documents keeps track of the policy schedule also updates if it can be renewed gets applications.
- Paper work ready for submission takes care of and helps clients in their insurance application converses with insurers.
- Consultants and vendors assisting in routine underwriting and claims functions.
- Helping to create marketing plans and strategies.
- Coordinating the work of other employees.

PRODUCTION ASSOCIATE

INNODATA LANKA (Pvt) Ltd, COLOMBO

11 June 2011 to 29 April 2013

- Entering customer and account data from source documents within time limits, compiling, and verifying accuracy.
- Sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors.
- Correcting any incompatibilities and checking output.

Skills**SOFT SKILLS**

- Communication
- Time Management
- Team Work
- Problem Solving
- Organizational
- Attention to Details
- Customer Service

HARD SKILLS

- Electrical Wiring and Installation
- Strong Work Ethic
- Work Under Pressure
- Motor Control Systems
- Troubleshooting and Repairs
- Preventive and Corrective Maintenance
- Panel Board and Maintenance

PERSONAL INFORMATION

- **Gender:** Male
- **Birth date:** 10th May 1991
- **Marital Status:** Married

- **Nationality:** Sri Lanka
- **Availability:** Immediately

REFEREES

- Available on request
1. Muhammad Sabreen
Quantity Surveyor
Taklah Interior Solutions LLC
Dubai
T.P.: +971 56 826 1614

2. Mohamed Fazmy
Manager
Earth Star
Colombo, Sri Lanka
T.P.: +94 75 696 9061

I truly and sincerely attest that the above information furnished by me is true and accurate to the best of my knowledge.

DATE: 22nd September 2025

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SIGNATURE