

Rajitha Jayapriya Weliwitigoda

- 310/C/11, Asiri Uyana, Sri Gangarama Vihara MW, Kotagedara, Madapath, Piliyandala.
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Demographics

Gender: Male
DOB: 21/07/1986
NIC: 862033124V
Nationality: Sri Lankan



Summary

I am a self-motivated professional with a strong background in customer relations, along with administrative experience across multiple industries. I am seeking a dynamic opportunity to leverage the knowledge I have accumulated from the CQHRM professional qualification to make a meaningful impact.

Experience

OCTOBER 2024 – MAY 2026

Health Information Management Clerk | Primary Health Care Corporation | SAFAI, Qatar

- Receive release forms and retrieve information to relevant personnel abiding with PHCC's regulations.
- Provide Health Center Manager with updates on functional and operational issues and collaborate with HIM and Clinical staff to obtain missing information and to dispense.
- Compile and prepare statistical reports on medical information such as diseases treated, and medication used.
- Obtain, validate and check patient data to identify incorrect information and errors such as duplications, undocumented data, and patient information.

NOVEMBER 2014 – SEPTEMBER 2024

Customer Services Officer | RMS | GWC, Qatar

- Successfully managed client engagements and records managements activities for organizations in the healthcare, banking and oil & gas industries.
- Coordinated manpower planning and project execution activities ensuring all prerequisites are met before final approvals.
- Managed and monitored attendance and overtime for a small team and coordinating with supervisors to ensure timely approvals.
- Other Records Management systems administration activities such as inventory and assets management.

JANUARY 2014 – OCTOBER 2014

Purchasing Assistant | CHC Rest Houses, Sri Lanka

- Research and identify potential suppliers/vendors, obtain price quotations and negotiate terms and conditions.
- Maintain a comprehensive supplier database.
- Help in creating and processing purchase orders, including reviewing, tracking, and monitoring order status to ensure on-time delivery.
- Coordinate with suppliers to resolve issues, communicate delivery schedules and expectations, and maintain positive supplier relationships.
- Prepare reports, notes, and summaries as needed.

SEPTEMBER 2010 – JULY 2011

Process Associate | Infomate, Sri Lanka

- Handling Supplier desk to respond to queries from suppliers using SAP ERP Material Management and finance modules.
- Preparing reports for clients, indication issues in invoice verifications.
- Checking supplier invoices for VAT compliance and managing Client's VAT input files.

MARCH 2009 – JULY 2010

Document Specialist | RR Donnelley, Sri Lanka

- Analyze various types of financial documents that are filing in the SEC United states.
- Data conversation, coding and proof reading.

Skills

- Customer services • Team player • Excellent time management skills • Conflict management
- active listening • Empathy • Openness • Effective communication

Education

AUGUST - 2025

Chartered Qualification in Human Resources Management (CQHRM) | CIPM | Sri Lanka

JULY 2024

Chartered Intermediate in Human Resources Management (CIHRM) | CIPM | Sri Lanka

JULY 2023

Diploma in Professional Human Resources Management (DPHRM) | CIPM | Sri Lanka

2008

GCE Advance Level | Nalanda College | Sri Lanka

2002

GCE Ordinary Level | Nalanda College | Sri Lanka

Future career goals

- Strategic Management • Effective Leadership • Equity and Inclusion • Data-Driven Financial Decision Making