



PERSONAL DETAILS

2004-07-15

20004197002

No.11 Bandarawaththa, Pokunuwita

PROFILE

A motivated and organized Administrative Assistant with strong communication, multitasking, and record-keeping skills. Experienced in managing daily office operations and supporting smooth administrative workflows efficiently and accurately.

SKILLS

- Office management and general administration
- Record keeping and document control
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Problem-solving and decision-making skills

PIYUMAL THENUWARA

EDUCATION

Taxila Maha Vidyalaya- Horana

Ordinary Level in 2020

- Buddhism B
- Health B
- Civic Education B
- Mathematics C
- Sinhala Language C
- History C
- Drama C
- Science C
- English S

Royal College- Horana

Advanced Level in 2023

- Political Science A
- Logic C
- Sinhala C

National Youth Center- Panadura

- Completed NVQ Level 3 in Information and Communication Technology

Oxbridge College- Panadura

- Currently following an English language course.

WORK EXPERIENCE

Administration Assistant

Original Apparel (PVT) LTD, Bandaragama.

- Provides administrative and clerical support, responsible for maintaining records and documentation, preparing reports, coordinating meetings, and assisting staff and management with day-to-day administrative activities.