



CHANDIMA SOORIYAARACHCHI

Dynamic and people-oriented professional with over 8 years of experience in administration, project coordination, team collaboration, and operational support across diverse industries including manufacturing, plastics, and renewable energy. Proven ability to manage multiple stakeholders, streamline processes, and foster positive work environments. Strong communicator with excellent organizational and problem-solving skills, eager to transition into HR to support talent acquisition, employee relations, onboarding, and workforce development in a progressive organization.

CONTACT



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PERSONAL DETAILS

Date of Birth : 12.01.1990
Gender : Female
Marital Status : Married
Nationality : Sri Lankan

SKILLS & COMPETENCIES

- Employee Relations
- Talent Coordination & Recruitment Support
- Performance Management
- HR Administration & Compliance
- Training & Development Coordination
- Stakeholder Management
- Organizational Development
- Conflict Resolution & Communication

PROFESSIONAL EXPERIENCE

Head of Administration | Oct 2024 – Present

AV Productions (Pvt) Ltd

- Serving as Head of Administration, providing strategic oversight of daily administrative operations while simultaneously functioning as Project Coordinator for multiple subsidiary companies: Eurus Power Solutions (Pvt) Ltd, AV Eco Ventures (Pvt) Ltd, Rajarata Solar (Pvt) Ltd, and Siyama Capital (Pvt) Ltd.
- Oversee and manage all day-to-day administrative functions to ensure smooth and efficient business operations.
- Develop, implement, and continuously improve office policies, procedures, and administrative systems.
- Manage budgets, control expenses, and optimize resource allocation across departments and projects.
- Lead, supervise, and coordinate administrative staff while fostering effective team collaboration.
- Handle end-to-end vendor management, including contracts, negotiations, and procurement processes.
- Ensure full compliance with company policies, legal requirements, and regulatory standards.
- Facilitate internal communications and provide high-level administrative support to senior management.
- Maintain accurate records, documentation, and reporting systems for efficient information management.
- Identify opportunities to enhance operational efficiency and streamline workflow processes.

Project Coordinator | Oct 2024 – Present

Eurus Power Solutions (Pvt) Ltd / AV Eco Ventures (Pvt) Ltd / Rajarata Solar (Pvt) Ltd / Siyama Capital (Pvt) Ltd

[Under Head of Administration – AV Productions (Pvt) Ltd]

- Coordinated and monitored project activities from initiation through to successful completion across multiple subsidiary companies.
- Assisted in project planning, scheduling, and effective resource allocation to ensure smooth execution.
- Liaised effectively with clients, contractors, suppliers, and internal teams to maintain clear communication and alignment.

EDUCATION & CERTIFICATIONS

BSc in Business Administration (Special) – (2022)
University of Sri Jayewardenepura

Diploma in Professional HRM – (2014 - 2015)
Chartered Institute of Personnel Management, Sri Lanka

Certificate Course in Computer Science – (2012 - 2013)
National Institute of Business Management

G. C. E. Advanced Level Examination – 2008
Southlands College, Galle

G. C. E. Ordinary Level Examination – 2005
Southlands College, Galle

LANGUAGE PROFICIENCY

English
Professional Working Proficiency

Sinhala
Native Proficiency

- Tracked project progress, monitored milestones, and prepared timely status reports for management.
- Ensured projects were delivered on time, within scope, and within approved budgets.
- Managed all project documentation, permits, approvals, and compliance requirements.
- Identified potential risks and proactively supported problem-solving to minimize project delays.
- Organized and facilitated project meetings, site visits, and review sessions.
- Supported procurement processes and logistics coordination for seamless project implementation.

Senior Sales Coordinator | Sep 2017 – [MM YYYY]
Nilkamal Eswaran Plastics (Pvt) Ltd

- Consistently achieved short- and long-term sales targets through effective coordination and follow-up.
- Managed customer complaints with empathy and professionalism, ensuring timely resolution and maintaining strong client relationships.
- Actively participated in team meetings and contributed to the development of improved work practices and processes.
- Handled high-volume inbound and outbound communications, including phone calls, emails, and face-to-face interactions with local and overseas clients.
- Processed sales documentation, maintained accurate database records, and ensured data integrity.
- Supported management in identifying workflow inefficiencies and implementing practical solutions.
- Prepared and organized documentation for government tenders.
- Coordinated import shipments with Head Office and relevant stakeholders to ensure smooth clearance and delivery.
- Collaborated closely with Sales Executives and Sales Managers to drive sales growth and achieve team objectives.

Marketing Executive | Jul 2015 – 2016
Global Drive Industrial Solutions (Pvt) Ltd

ERP Service Support Assistant | 2012 – 2014
D Samson Industries / Samson Compounds (Pvt) Ltd

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.

Date: _____

Signature: _____