

LAHIRU RUKMAL

MANAGEMENT SERVICE OFFICER



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SKILLS

Document Control



Data Entry



Meeting Coordinate



Work on 5S Concept



Time Management



Teamwork



CERTIFICATE

- Computer Certificate of Essentials in ICT for Government Officers (ITRDA)
- Computer Certificate of Electronic Spreadsheets (ITRDA)
- Computer Certificate of Graphic Designing & Desktop Publishing (ITRDA)
- Garment Industry Production Management Course
- Computer Software Application Diploma
- MS Office Package, 3D MAX & Poser 6
- English Diploma Course in Sipway English Academy

TRAINING PROGRAMS

- Basic Provisions of the Establishment code
- Achieving Professional Goals through Physical & Psychological Health
- Improving Basic Accounts
- Improving Accounting Activities
- Office Management
- One day Training Workshop on Dengue Control

To enhance my knowledge and skills by working in a dynamic organization that prides itself on assigning significant responsibility to new talents and to serve the organization to the best of my ability with honesty, efficiency and perseverance

WORK EXPERIENCE

Ministry of Education, Cultural and Arts, Sports and Youth Affairs and Information Technology (Western Province)

Feb 2018 – Present
Colombo

MANAGEMENT SERVICE OFFICER

- Activates related to the leave of the officers.
- Matters relating to overtime, travel expenses, holiday pay of officers
- Preparation of government vehicle running schedules, all maintenance and service activities and maintenance documents and supervising the Drivers.
- Dealing with foreign leave of public officers in the Western Province.
- Refer officers for training and prepare training plan.
- Dealing with loans including bank loans, property loans and advance payments.
- Dealing with maintains.
- Checking payment vouchers.

Ministry of Local Government, Economic Promotion, Power & Energy, Environmental Affairs, Water Supply & Drainage and Tourism (Western Province)

Dec 2015 – Feb 2018
Colombo

MANAGEMENT ASSISTANT

- Organization of meeting including the consultative committee of the provincial council, committee of the public petitions, committee of parliamentary petitions and preparation of meeting reports.
- Dealing with recruitment.
- Preparation of training programs.
- Checking and processing of payment vouchers.

Kotikawatte – Mulleriyawa Regional Council

Jul 2008 – Dec 2015
Colombo

MANAGEMENT ASSISTANT TRAINEE

- Activates related to issuing environmental licenses for businesses.
- Dealing with house rent, shop rent, assessment tax and various incomes.
- Dealing with trade license and business taxes.
- Supervision of the work of the compost yard and its employees.
- Dealing with purchases of goods and services.
- Activities related to Health sector meetings, labor donations and programs.

EAM Maliban Textile Pvt Ltd

May 2006 – Jul 2008
Colombo

FINAL QUALITY CONTROLLER

- Checking the high quality and measurement specifications of the finished garments.
- Maintaining records.

EDUCATION

Veluwana Collage

2003 - 2005
Colombo

HIGHER NATIONAL CERTIFICATE

- Advanced Level (Commerce and Accounts)
- Ordinary Level (With second language)