



CURRICULUM VITAE

TERRY ANTHONY PERERA

PROFILE STATEMENT

Over Fifteen (15) years with responsible corporate experience with a proven record of accomplishment in the areas of customer relations, scheduling, staff supervision, and general office operations. Strong organizational abilities combined with excellent interpersonal, communication, and leadership skills that allow me to work effectively with other people at all levels.

ADDRESS

No.871, Ganemulla Road,
Weligampitiya, Ja-Ela
Sri Lanka

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WhatsApp:

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E-MAIL

terryanthonyperera@gamil.com

perera_terry@yahoo.com

DATE OF BIRTH

May 10, 1981

NATIONALITY

Sri Lankan

LANGUAGES

English: Excellent

Sinhalese: Excellent

Hindi: Fair

Arabic: Fair

IT SKILLS

Corel Draw, MS Word, MS Excel, MS Access, MS Photo Editor, Ulead Photo Explorer, MS Visio, MS Power Point, PulseStar Communications 95/98/NT, MS Publisher, Page Maker, Software Installation, Photo Shop, MS Windows (O/S), Internet/ Purchase Order Management, AutoCAD

INTERESTS

Travelling, Sports, Reading, Music

EDUCATION

2011-2012	ACCESS COLLEGE , Wimbledon Hill Road, London, ABE (UK) (Association of Business Executive) Diploma in Travel, Tourism, and Hospitality Management	United Kingdom
2010-2010	BRITISH COUNCIL / ICBT CITY CAMPUS , Alfred Garden House, Kollupitiya, IELTS (International English Language Testing System)	Sri Lanka
2001-2002	AQUINAS COLLEGE OF HIGHER STUDIES , Borella, Computer Certification, MS Office 2000	Sri Lanka
1999-1999	AQUINAS COLLEGE OF HIGHER STUDIES , Borella, Computer Certification, DTP – Desktop Publishing	Sri Lanka
1998-1999	AQUINAS COLLEGE OF HIGHER STUDIES , Borella, Diploma Certification (DCS), Diploma in Computer Studies	Sri Lanka
1987-1997	ST. JOSEPH'S COLLEGE , Colombo, G.C.E. Ordinary Level	Sri Lanka

PROFESSIONAL EXPERIENCE

2023-To date	WYCHERLEY International School Gampaha <i>Administrative Officer</i>	Sri Lanka
	❖ Provide administrative handling of confidential matters related to work schedules. ❖ Answer incoming and outgoing calls in a professional manner. ❖ Assist the Manager/Operations (Gampaha Branch) on all day-to-day school operations & documentation work. ❖ Coordinate with all school Support staff, Housekeeping, Transport for the smooth functioning of the school. ❖ Manage task assigned by the Manager/Operation to team members and ensure their task completion through effective follow-up.	
2013-2023	Orient Star International W.L.L. <i>Senior Administrative Officer / Receptionist – General</i> Electro Mechanical Trading & Contracting Company (MEP)	Qatar
	❖ Manage office supplies stock and place orders (LPO).	



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- ❖ Maintain and update company database.
- ❖ Organize a filing system for important and confidential company documents.
- ❖ Answer queries by employees and clients.
- ❖ Maintain a company calendar and schedule appointment.
- ❖ Distribute and store correspondence (e.g. letters, e-mails, and packages).
- ❖ Prepare reports and presentations with statistical data, as assigned.
- ❖ Perform other duties as assigned.
- ❖ Acting as a receptionist and/or meeting and greeting clients.
- ❖ Update office policies as needed.
- ❖ Organize a filing system for important and confidential company documents.
- ❖ Greet clients and visitors with a positive, helpful attitude.
- ❖ Assisting with a variety of administrative tasks.
- ❖ Answering phones in a professional manner and routing calls as necessary.
- ❖ Assisting colleagues with administrative tasks.

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INTERESTS

Travelling, Sports, Reading, Music

2012-2013

Avenra Garden Hotel

Sri Lanka

Administrative Officer

- ❖ Provide day to date administrative support to executives.
- ❖ Prepare a variety of high quality, written agreements, memos, letters, and other documents.
- ❖ Provide secretarial support for the client.
- ❖ Research and assist with the preparation of motions, policies and procedures.
- ❖ Be well verse with all documentation and transmittal procedures in use by the employer.
- ❖ Responsible for all inventories of office and IT equipments.
- ❖ Ensure office and IT equipments are in working order, report and arrange maintenance program accordingly.

2010-2010

Dialog Telekom PLC (PQ 38)

Sri Lanka

BPO Officer

- ❖ Build customer's interest in the services and products offered by the company.
- ❖ Answering inbound calls as well as assist customers who have specific inquiries.
- ❖ Provide personalized customer service of the highest level.
- ❖ Update the existing databases with changes and the status.
- ❖ Maintaining the quality of customer service by tracking the queries using software
- ❖ Required to multitask, adapt to situations and taking decisions.

2008-2009

Project (FLUOR Mideast)

Qatar

Administrative Officer

Universal Sodexho / Teyseer Services Company W.L.L.

- ❖ Advise and supervise other staff as required.
- ❖ Perform variety of administration / clerical duties such as typing memos, correspondence, preparing reports, photocopying, filing, etc



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- ❖ Keep the Management informed about any development or activity that may have negative effect on Company's functions.
- ❖ Manage and run computerized reports, provide lists/information/data as required.
- ❖ Strictly observes the confidentiality of information while handling the tasks.
- ❖ Adhere to company's policies and procedures.

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2008-2008

Project (Qatalum - SNC Lavalin Int.)

Qatar

Administrative Coordinator / Document Controller
Universal Sodexho / Teyseer Services Company W.L.L.

- ❖ Develop and implement a human resources plan and personnel management policies and procedures.
- ❖ Assist with the implementation, management and administration of the department.
- ❖ Operates database management system
- ❖ Insert all relevant details of database access program file.
- ❖ Work with subject matter experts on technical subjects in a positive, collaborative manner to prepare controlled documents.
- ❖ Review and proofread documents for consistency of document format and system concerns.

2005-2008

Project (Bechtel) NDIA (New Doha International Air Port)

Qatar

Project Secretary

Universal Sodexho / Teyseer Services Company W.L.L.

- ❖ Communicate new corporate directives and policies to staff and have them cascade to the information to the ranks.
- ❖ Coordinate with building administrator on concerns about electrical problems that is giving office appliances intermittent operations.
- ❖ Coordinate the activities of Document Control, including distribution and maintenance of electronic department directories, tracking and reporting on document review.
- ❖ Coordinate with HR on any management or staff employment concerns
- ❖ Provide administrative handling of confidential matters related to work schedules, personnel salaries and benefits administration.
- ❖ Draft letters and memos in response to the incoming mail.
- ❖ Attend Weekly Safety Meeting, prepare minutes, and distribute accordingly.
- ❖ Attend training sessions.

2004-2005

Universal Sodexho / Teyseer Services Company W.L.L.

Qatar

Administrator

- ❖ Support staff in assigned project based work.
- ❖ Utilizes human resource information system to extract HR data and generate reports; manage personnel data.
- ❖ Coordinate with HR on employee problems with salary and benefit administration, career development including concerns on employee relations.
- ❖ Assists department with special projects and administrative tasks.
- ❖ Entry to the Data Records (Computer)



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- ❖ Security Pass, H2S / BA, other onshore-offshore courses if any applicable
- ❖ Passport to Sponsor for immigrating formalities.

Target Jobs (Job Category) : *Administrative Officer / HR Coordinator (Officer/Administrator) / Executive Secretary / Executive Administrator / Project Coordinator / Receptionist – General / Asst. Manager Trainee*

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DECLARATION

I do hereby declare that the above particulars given by me are true and correct to the best of my knowledge & belief.

TERRY ANTHONY PERERA