

CURRICULUM VITAE

Belinda de Silva
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PROFESSIONAL SUMMARY

Self-motivated, proactive and well organized individual - able to prioritize work efficiently and effectively in order to accomplish objectives, with creativity, enthusiasm and humor. Prefers to meet deadlines for the smooth operations of the organization and wish to work in a friendly atmosphere.

SUMMARY OF QUALIFICATIONS

- Over 25 years of secretarial and administrative experience working with different organizations, at different levels.
- Highly skilled in providing customer services.
- Proficient in providing project support to different work teams based on standard policies and procedures.
- Demonstrated ability to provide administrative services to senior managers.
- Able to handle general accounts/petty cash and perform all clerical and secretarial duties.
- Sound ability to manage payroll systems and keep track of records and files.
- Proficient in MS based office packages and Quick Books software.

PROFESSIONAL EXPERIENCE

Environmental Laboratories (Pvt) Ltd Junior Secretary to the Managing Director September 1984 – July 1986.

- Assist the Managing Director in the absence of the Secretary.
- Maintain the Managing Directors Diary.
- Typing and distribution of Microbiological Test Evaluation Reports.
- Follow up on Government and Private Tenders.
- Preparation of tender documents.
- Recording of incoming and outgoing mail.
- Handle the Company stationery issues.

Nestle Lanka Ltd Stenographer July 1986 to April 1988.

- Assist the Department Secretary.
- Handled the Technical Department filing system.
- Assist the Technical Director in sending out correspondence in the absence of the Department Secretary.
- Recording of incoming mail and distributing to relevant departmental heads.
- Sending out telexes.
- Assist the HR Department in organizing annual events.

Jafferjee& Sons (Pvt) Ltd Personal Secretary to the Managing Director February 1989 – August 1990.

- Recording of incoming and outgoing mail and distributing to relevant departments.
- Handled the staff and managers personnel files.
- Preparation of staff appraisals and evaluation.
- Advice Accounts Department on increments, etc.
- Manage the staff leave records.
- Sending out email quotes to overseas buyers.
- Follow up on orders placed.

Eveready Battery Company Lanka Ltd
Confidential Secretary to the Manager – Human Resources
September 1990 – December 1996.

- Maintain the Directors Diary on a daily basis and scheduling of urgent appointments accordingly.
- Handling of Staff and Management Personnel Files.
- Updating and Maintaining of Leave Records.
- Issue Letter of Appointments to new staff recruited and follow-up on confirmations and monthly/yearly increments.
- Issuance of Show Cause letters to minor staff.
- Handling the Company Surgical and Hospitalization Medical Insurance and the Personnel Accident Policies.
- Handling of EPF and ETF matters of employees and providing necessary information to the accounts department.
- Sending out appraisal forms in respect of annual increments/confirmations to Divisional Heads.
- Organizing and scheduling of employee training and development, arranging of transport and coordinating same with final follow up on certificates.
- Handling the Management Overseas Travel Requirements, arranging hotel reservations, booking tickets and arranging their necessary Visas, etc.
- Updating the Company Policy Manuals.
- Organizing safety meetings for factory staff.

Brown & Company Ltd
Confidential Secretary - Generator Division (On Contract)
November 1997 – March 1998

- Handling the incoming and outgoing mail of the department.
- Scheduling of drivers roster
- Handling the Petty Cash Impress.
- Attending to customer calls and solving issues
- Sending out replies to customer complaints
- Handling sales inquiries
- Sending out quotations to customers

Lanka Ceramic Ltd
Confidential Secretary to the General Manager – Marketing
March 1998 – December 1999

- Assist the GM – Marketing in coordinating meetings with clients.
- Taking down minutes at meetings, typing and distributing same.
- Updating the system on Crockery and Cutlery items.
- Coordinating with customers and obtaining orders.
- Recording of incoming and outgoing mail.
- Handling the personnel files of the sales staff.
- Sending out warning letters, issuing of Appraisals for salary increments & confirmation letters.

Phoenix Industries (Pvt) Ltd
Confidential Secretary to the Chief Executive Officer
September 2002 – December 2004

- Assist the CEO in all aspects such as organizing meetings, taking down minutes, typing, drafting letters, typing our minutes and circulating among the relevant personnel.
- Help in organizing of events.
- Maintain personnel files of staff and management.
- Preparation of salary budget/increment schedule.
- Monitoring and updating the staff Surgical and Hospitalization Insurance policies.
- Updating and managing of staff and Managers leave records.
- Preparation of Managers Salary information and coordinating with outsourced company.
- Organizing and helping out event proposals.

Scott International (Pvt) Ltd
Secretary - Administration
April 2010 – March 2015
Import and supply of Heavy Equipment Machinery.
(Linde Forklifts)

- Handling the staff and management Personnel Files.
- Handling the Petty Cash float.
- Issuing of Cheques to Suppliers and updating the system.
- Maintaining clear flow of Bank Accounts and monitoring the monthly Cash flow.
- Ensure that the adequate stocks are maintained up to required standards.
- Handling Technical and Driver Staff
- Ensuring smooth delivery of good to customers and on time.
- Correspondence with principals as and when required.
- Preparation of Import Documentation for TT and Drafts and follow up until goods are received on time.
- Preparation of costing reports.
- Issuing and receiving of goods ordered and updating quick books system.
- Handling the SVAT monthly documentation and submitting documents to Department of Inland Revenue on a monthly basis.
- Recruiting relevant personnel for the department.
- Reconciling of Bank Statements.
- Liaising with clearing agents.
- Preparation of sales invoices and distributing same.
- Monitor and distributing of incoming and outgoing mail.
- Preparation of staff and management salaries.
- Sending out show cause letters.
- Arranging overseas travel documentation for managers. Preparation of EPF and ETF and liaising with the department.

Penguin Shipping Enterprises (Pvt) Ltd
Confidential Secretary
March 2015 – October 2015.
Ship Chandlery Services.

- Preparation of final vessel invoice after confirmation from Store Keeper, prepare delivery notes, custom documentation, ok to board docs and other official documentation.
- Handle all filing of invoices, letters, email communications, etc.
- Maintain and update the chandelling volumes of the three groups.
- Maintain and update debtors list in respect all three groups.
- Maintain the postage registry, record of incoming and outgoing mail and distribute to relevant staff members.
- To maintain the invoice register separately
- To assist the Managing Director in all secretarial functions.

From March 2016 – March 2017 -Was in Myanmar with my family.

February 2018 – End March 2018.
M/s Fentons Ltd - MUSTANGS
Administration Co-ordinator

- Assist the Joint Secretaries of the MUSTANGS for the Royal/Thomian Match
- Dispatch the Circular announcing the Match to around 650 members of the Tent via email and courier.
- Compiling of the ticket applications and accepting of cheques and cash.
- Banking and reconciling.
- Updating and compiling of payment details including the donations contributed, T-Shirt Requirements, Meal Preference etc.
- Sending out confirmation letters to new elected members and registering them into the final member list.
- Distribution of gift packs to those who made payment.
- Handling of the petty cash flow for general expenses.
- Issuing of cheques to the service providers.
- Registering of the service providers in the system in order to request for gate passes.
- Etc, etc.

CORE COMPETENCIES

- Poses excellent communication and writing skills in English and Sinhala. Could also speak and understand the Tamil Language.
- Effective Planner & Team Builder.
- Good customer service skills.
- Could also lead a multi-disciplinary team.
- Able to perform with confidence and work under pressure.
- Proven ability to consistently deliver positive results.
- Good command of over inventory procedures.
- A strong team player having flair for interactive group activities and as a result has developed excellent interpersonal skills.
- Ability to translate from Sinhala to English and vice versa.
- Ability to attend to correspondence independently and work with less supervision.

EDUCATIONAL/PROFESSIONAL QUALIFICATIONS

- St. Joseph's Convent – Nugegoda – O/L December 1979
A/L – August 1982.
- Allison Online Courses - Ireland (ID No.6853337)
Diploma - Human Resource Management.
May 2016 – Passed with a rank of 87%
- Diploma in in Advanced Secretarial Practices (Distinction Grade) at Ladies College Dept. of Vocational Studies June 1986. (Cert. Reg.No.867)
- Certificate in Shorthand Speed 70 w.p.m – July 1984 (J/84/423)
Poly Technical Institute
- National Certificate in English Department of Examinations June '86. (Cert.No.8600392)
- Windows 95 & Microsoft Excel East West Information Systems Ltd – Oct, 1998

Modules :

- Human Resource Management
- H.R. Consultants
- Job Design and Pay
- Recruitment Process
- Selection Process
- Interview Techniques
- Training and Appraisal
- Business Culture
- Business Ethics
- Employee Motivation □Employee Relations □Managing Change.

WORKSHOPS/SEMINARS PARTICIPATED

- Certificate of Merit awarded for achievement in preparation of a number of Tender Documents and related work in January 1986 at M/s Environmental Laboratories Ltd.
- 3 day workshop on "Interpersonal Skills" held in July 1994 conducted by the PA Consulting Group, Singapore.
- Successful completed the "Secretarial Efficiency Workshop" program held in August 1995 conducted by the Management Research Training Consultants.
- Was an active participant at "The Efficient Secretaries Seminar" organized by the Junior Chamber International (JCI), in March 2004 at Queens Court of Trans Asia Hotel, Colombo.

I hereby certify that the particulars furnished by me above are true and accurate to the best of my knowledge.

Yours Faithfully,

Sgd. Belinda de Silva

Non-related Referees

Mr. Ricky Fernando
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