

Health and Physical Education - A	First Language	- B
Buddhism	- B	Science - B
Social studies	- B	Prevocational Studies I- B
Prevocational Studies II	- B	

PROFESSIONAL QUALIFICATIONS:

- Business Administration Course Diploma Level 1 at the Association of Business Executives U.K in 2005. Obtained 03 passes for following subjects.
 1. Organizational Behavior
 2. Business Communications and Presentations Skills.
 3. Economics
- Diploma for Secretaries at the Polytechnic Institute Wellawatte, Colombo - 1984
- Office Automation course at the institute of Data Management (Pvt) Ltd Colombo in 1985
- Dbase Programming course - John Keels Business Limited - 1991
- Microsoft Office Packages - at the DMS Training Center Colombo - 1996
- Certificate course in English language skills - IWMI - 1998
- Information skills development training in Microsoft Access at ITMIN Limited - 2000
- Successfully completed the following English courses at the British Council Colombo - 2000
 1. Business English Intermediate course
 2. Business English Upper Intermediate Course
 3. Report Writing

Skills and Training

Team building - Participated in the Team Building training which was conducted for IWMI Information and Knowledge group -
 Participated in a workshop organized by the institute on Time management - 2006
 Participated in workshop organized through the institute on Project management - 2005
 Participated in internal quality audit training sessions in the institute 2006
 Participated in a Seminar on Management Skills for the Modern Secretary. 1997

EXPERIENCE:

Employer: International Water Management Institute

Positions held :

1. Title: Workflow Coordinator - (2006 -to date)

ORGANIZATIONAL UNIT: Publications unit of the Information and Knowledge Group
 REPORTING RELATIONSHIP : Head of Information and Knowledge Group

I am responsible for the supervision of Layout and Graphics Specialists and for the workflow of materials published within the Publishing unit of the Information and Knowledge Group at IWMI

General responsibilities:

- Coordinate and manage the workflow for all scientific publications, communications materials and miscellaneous administrative printing jobs received at the Publishing unit.
- Track work within the E-Publishing unit and ensure optimum through-put of editing, layout and production work and a smooth production cycle to ensure the smooth flow of work and timely delivery of edited formatted and printed material.
- Organize and coordinate through external service providers, preparation of all documents and publications produced by the Publishing unit as and when necessary.
- Handle the preparation of contracts, work packages, follow-up work in progress, and payment for consultants.
- Support the printing work of the institute including preparation of documents and call for quotations for the procurement process. Monitoring and follow up work in progress, issuing payments to suppliers as part of the Quality Management systems
- General Administrative duties related to the responsibilities described above including preparation of progress reports (for projects handled under Publishing unit).
- Supervision of the Layout and Graphics Specialists attached to the Publishing Unit of the IKG including setting their individual IOPs, conducting mid-year and annual performance reviews, approving of leave, etc.

2. TITLE :Administrative Officer (2000 - 2005)

ORGANIZATIONAL UNIT: Information and Knowledge Group

REPORTING RELATIONSHIP : Chief Knowledge Officer

FUNCTION:

- To provide administrative support to the Scientific publishing Unit and ICT Unit.
- Support the process of the editorial submission and scientific publishing workflow following and contributing to Quality Management Procedures.
- Handle the preparation of contracts, work packages, follow-up of work in progress and payments for consultants.
- Support the printing work of the institute, including preparation of documents and calls for quotations for the procurement process, monitoring and follow-up of work progress, issuing payments to suppliers, as a part of the Quality Management System.
- Maintain records in good order, specifically: Update and maintain the publications database of printed titles, authors, number of pages, number of copies, costs, printers, etc.
- Process correspondence on new book proposals, agreements and contracts with
- international publishers.
- Process submission of papers to refereed journals.
- General administrative duties, such as maintaining filing system, processing travel and expense information.

3. Title: Secretary : 1986- 2000

ORGANIZATIONAL UNIT: Publications Unit of the Communications and Donor Relations Office

REPORTING RELATIONSHIP: Publications Manager

DUTIES AND RESPONSIBILITIES:

1. Receive and process Job Requests:
 - Check completeness of submitted material and submission forms.
 - Return incomplete submissions and obtain missing components and information.
 - Check availability of funds for the work.
 - Start a Job Card for each job. Complete and update the details until the job is completed.
 - Start a Movement Card and update it.
2. Handle work related to consultants and work given on contract:
 - Prepare and follow-up on requests to appoint consultants.
 - Prepare work material for consultants (hard copies of text, graphics and electronic copies) and respond to their requests.
 - Follow up on the progress and update records.
 - Process payments for consultants.
3. Work related to printing and other services:
 - Prepare quotation letters for the signature of Manager, Publications for print work and other services.
 - Arrange meetings with representatives of Administrative Services and Accounts to open quotations.
 - Process purchase requests.
 - Send purchase orders to service providers and obtain acceptance and approval.
 - Monitor progress of work and update production status.
 - Follow up on certification of delivery and approval of invoices and handle payment inquiries.
4. Coordinate work, through the Job Card and Movement Card procedures, with editors, typesetters and graphic artists to prioritize work, ensure a smooth workflow and meet deadlines.
5. Keep records, follow quality management procedures and perform other production-related activities as required.

Other tasks:

- Update and maintain the publications database of printed titles, authors, number of pages, number of copies, costs, printers, etc.
- Update and maintain Production Update report and post it on the Intranet.
- Prepare estimates as and when required.
- Prepare various statistical data of publications edited and printed.
- Process debit notes.
- Calculate total costs and update databases.
- Process correspondence on new book proposals, agreements and contracts with international publishers.
- Process submission of papers to refereed journals.
- Process payments to international publishers and journal publishers.
- Receive, date stamp sort and distribute mail.
- Take down dictation and prepare letters and memos and handle routine correspondence.
- **Communicate on phone, fax and e-mail (respond to queries from visitors and telephone inquiries).**
- File electronic copies of original and edited versions of each publication.

2. The Central Finance Company Limited - 1984-1986

Position: -Stenographer

Department - The Accounts Department

Responsibilities:

- Stenography, Typing statistics
- Prepare letter of Credits and other Bank correspondence pertaining to importing of vehicles, spare parts
- Prepare cost sheets and other secretarial work in Imports division.
- Maintain all the files relating to Imports.

3. Thulhiriya Textile Mills - 1983 - 1984 October

Position : Secretary to the Marketing Manager

Department : Sales

Responsibilities:

- Responsible for the secretarial work related to sales and attending the customers needs
- Prepare monthly statistics
- Maintained all the files relating to Sales.