



GEETH DE SILVA

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CAREER OBJECTIVE: To work in an organisation where I can use my experience & skills in administration of facilities for the benefit of the organisation whilst improving my knowledge & experience.

PROFESSIONAL EXPERIENCE

TEMPORARY INSTRUCTOR, UNIVERSITY OF PERADENIYA

Computing Department, Faculty of Engineering

Peradeniya

Jul 2014 to Oct 2015

- Conducting basic ICT theory and practical programs for the first year students Marking exam papers
- Exam invigilation and - Marking exam papers

PROCUREMENT OFFICER

Purchasing Department – Unite Readymix (Pvt) Ltd, Sri Lanka

Peradeniya

Feb 2015 – Jun 2016

- Preparing plans for the purchase of equipment, services, and supplies
- Managing inventories and maintaining accurate purchase and pricing records
- Maintaining good supplier relations and negotiating contracts
- Manage the team within budget parameters

TOUR GUIDE & ADMINSTRATIVE EXCECUTIVE

Visit Amazing Ceylon Tours

Colombo

Dec 2016 to Dec 2019

- Greeting and welcoming customers to the tour
- Informing customers about the itinerary for each tour
- Scheduling visits and purchasing tickets to museums, galleries, protected parks, and other attractions ahead of time, if required
- Arrange for transportation for visitors
- Monitor visitors' activities in order to ensure compliance with establishment or tour regulations and safety practices
- Develop and Maintaining Company Website and Social Media (facebook.com/visitlankasri)

SALES & ADMINSTRATIVE EXCECUTIVE

Catch My Tours (Pvt) Ltd, Sri Lanka

Colombo

May 2019 to Mar 2022

- Advises clients regarding destinations, cultures, customs, weather and activities
- Collects payments, books travel arrangements and pays applicable fees
- Handles travel issues, conflicts, complaints, cancelations and refunds
- Maintains accurate records of bookings, payments, transactions, phone calls and meetings
- Maintaining Company Website and Social Media (facebook.com/catchmytourney)

EDUCATION

UNIVERSITY OF PERADENIYA

2008 to 2013

- B.Sc. (Honours) in Computation and Management (CM)

MEDIRIGIRIYA NATIONAL COLLEGE

1994 to 2007

- I have passed G.C.E Ordinary Level (2004)
- I have passed G.C.E Advanced Level (2007) Commerce Stream

PROFESSIONAL QUALIFICATIONS

- Diploma in Management at American Collage (Kandy) Jul 2009/ Dec 2009
- Diploma in Human Resource Management at British Collage of Applied Studies (Kandy) Mar 2011 / Sep 2011
- Diploma in Computer Base Accounting at British Collage of Applied Studies (Kandy) Mar 2011 / Sep 2011
- Diploma in English at Kekirawa English Academy (Pvt) Ltd (Kekirawa) Mar 2013 / Aug 2013
- Certificate in Human Rights at University of Peradeniya - 2021

LANGUAGES PROFICIENCY

- **English** - Professional Working Proficiency
- **Hindi** - Limited Working Proficiency

SKILLS AND COMPETENCIES

- Knowledge of the travel industry
- Excellent communication skills
- Excellent IT skills
- Problem solving skills
- Multitasking
- Carrying out administrative tasks
- Passion for travel
- Detail oriented

PERSIONAL INFORMATION

- **Nationality:** Sri Lankan
- **Date of Birth:** 21/05/1988
- **Gender:** Male
- **Marital Status:** Single
- **Visa Status:** Visit Visa
- **Availability:** Immediate Hiring