

BUDDHI WANIGARATHNA

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PROFILE

Administration graduate with experience in operations, administration, coordination, documentation, reporting, and stakeholder communication. Currently working at MAS Active, supporting day-to-day operations through record management, coordination with internal teams and suppliers, monitoring activities, and preparing reports. Proficient in Microsoft Office with strong organisational, communication, multitasking, and problem-solving skills. Seeking to contribute these skills in an Executive – Administration role.

WORK EXPERIENCE

Assistant – Embellishment Development - Operations, MAS Active (Pvt) Ltd **May 2025 - Present**

- Prepare and maintain operational reports, documentation, records, and related administrative files with accuracy
- Coordinate with internal departments including Planning, Production, and other stakeholders to ensure smooth day-to-day operations
- Monitor order quantities, production progress, and pending activities while following up to meet required deadlines
- Maintain and update records related to stock availability, material usage, and operational activities
- Communicate with suppliers and internal stakeholders to follow up on issues, delays, and required actions
- Support daily administrative and coordination activities to ensure efficient workflow
- Support compliance with internal quality and operational standards
- Assist in identifying operational issues and contributing to process improvements

Category Assistant, Richard Pieris & Company PLC - ARPICO **Jun 2024 - Feb 2025**

- Supported administrative and coordination tasks related to product category management
- Handled documentation related to pricing, product updates, and new product development
- Assisted in tracking stock levels and coordinating with suppliers for availability
- Followed up on vendor communications and supported issue resolution
- Analysed sales and stock data to support decision-making

EDUCATION

BMgt (Hons) Business Administration CINEC Campus Malabe **Oct 2020 - Dec 2024**

G.C.E. Advanced Level Examination Rahula College, Matara **Aug 2018**

- commerce stream. (Economics, Accounting, Business Studies)

G.C.E. Ordinary Level Examination Rahula College, Matara **Dec 2015**

PROFESSIONAL QUALIFICATIONS

- Completed Basic English Course at B-HOOD English Institute (British Council IELTS Partner)

CORE SKILLS

- **Administrative & Coordination:** Documentation & Record Management • Administrative Coordination • Report Preparation • Data Accuracy
- **Technical:** Microsoft Excel • Microsoft Word • Microsoft PowerPoint • IT Literacy
- **Languages:** English, Sinhala
- **Soft Skills:** Communication • Interpersonal Skills • Teamwork • Adaptability • Problem Solving • Attention to Detail

REFERENCES

Mrs. Malintha Jayawardena

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