**Nammuni Nirosh Nuwan Chanaka**

Address : 1/7-9 Flood Street Bondi - NSW 2026

Mobile : 04 05529512

Email : [niroshotgun@yahoo.co.uk](mailto:niroshotgun@yahoo.co.uk)

Visa status : Student

**Formal Education / Training**

* Reading for Masters of Engineering, University of Western Sydney, Australia.
* Bachelor of Engineering (Hons.) with a Second Class Second Division in Mechanical Engineering, University of Hertfordshire, United Kingdom.
* Undergraduate Pathway Programme in Science and Engineering, Hertfordshire International College of Business & Technology, Hertfordshire, United Kingdom.
* One year intensive diploma programme in English Speech, Elocution and Grammar, Institute of English Studies, Colombo, Sri Lanka.
* Certificate in Computer Science and Programming, National Institute of Business Management, Colombo, Sri Lanka.

**Employment History**

***Nov 2010 – Nov 2014 : Team Leader (Technical & Packing Division)***

***The Bread Roll Company – Lyon Way, Hatfield, Saint Albans, Hertfordshire, AL4 0LQ***

* Determined schedules and sequences based on work priority and skill of personnel.
* Monitored employees’ work levels and reviewed work performance.
* Compiled operational and personnel records, such as time and production records, inventory data, repair and maintenance statistics.
* Developed, implemented, and evaluated maintenance policies and procedures.
* Coordinated and supervised janitorial services and dispatched wastes.
* Meticulously monitored and reported technical issues.
* Examined objects, systems, or facilities, and analysed information to determine needed installations, services, or repairs.
* Monitored multiple databases to keep track of all Company inventory.

***Aug 2006 – Sep 2008 : Personnel Administrator***

***FRP Services & Co. (Lanka) Ltd – 515, Galle Road, Mount Lavinia, Sri Lanka***

* Prepared strictly confidential correspondence to Financial Institutions, State Authorities, Labour Tribunals etc.
* Handled inquiries and made decisions on behalf of the Head of Human Resources in his absence.
* Represented the Company at various labour functions.
* Maintained all Personal Files of present and ex-employees of the Company.
* Prepared Agreements and Contracts entrusted to the Human Resources Division by Management.
* Prepared departmental contracts for attorney approval.

**Strengths and Skills**

***Technical Skills***

* Extensive knowledge of composite materials in Engineering Applications
* Preparation of through and detailed technical reports.
* Operation Management.
* Extensive experience with MS Word, MS Power Point, MS Excel, E-mail, Internet and Programming.

***Personal Skills***

* Highly organised, responsible, and be able to multitask.
* Team player with strong leadership and interpersonal skills.
* Exercises quick thinking, good judgement, assertiveness, and patience.
* Excellent oral and written communication skills.
* Self-motivated and willing to set goals and work to achieve them.

**Professional Affiliations**

* Associate Member, Institution of Mechanical Engineers (AMIMechE)
* Member, Institution of Engineering and Technology (MIET)

**References**

Eur. Ing. Dr. Geoff Angel Sue Villie, BA Soc. Sci., MA

Senior Lecturer Commercial Director

University of Hertfordshire The Bread Roll Company, Lyon Way

College Lane Campus, Hatfield, Hertfordshire, Saint Albans, Hertfordshire,

AL10 9AB AL4 0LQ

United Kingdom United Kingdom

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Fax : 01707-284586 Phone : 01727-818000

Fax : 01727-818009

**Availability**

Saturday, Sunday and Thursday