

Mosedayan Rajaratnam

103/A, Jude Mawatha
Mahahunipitiya
Negombo

077 1249826
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PERSONAL PROFILE:

An approachable, helpful and organised school administrator with a can-do attitude and 6 years of administration experience with the recent one of those working as a voluntary school administrator. An excellent communicator that is dedicated to providing quality administrative support to assist in the smooth running of the school. Fully committed to ensuring the safety of children, so has achieved a safeguarding qualification. Has a full enhanced DBS check certificate.

EXPERIENCE:

School Administrator at Bradford school, Leeds, 2019 - Present

Key Responsibilities:

- Communicating and providing office support to parents/carers, staff and students
- Using a variety of computer software (microsoft office, emails, SIMS)
- Answering incoming calls, handling enquiries and message taking
- Completing general administrative duties such as filing and photocopying
- Keeping track of attendance records. Dealing with student absences and teacher late register submittal appropriately
- Providing help whenever possible and giving situations to other members of staff where appropriate

Administrative Assistant at Leeds company, Bradford, 2017 - 2019

References available upon request.

SKILLS:

- Self-motivated
- Organised
- Time management and scheduling
- Effective verbal and digital communicator
- Flexible and enthusiastic
- Can work as part of a team

EDUCATION:

University of Leeds, 2019
BA Business Administration

Huddersfield College, 2017
A levels- English language B,
Latin C, Business A

Bootsfield School, 2010-2015
8 GCSEs A* to C including
English and Maths

CERTIFICATES:

Emergency First Aid Certificate
(2016, 2019)

NCFE CACHE Level 2
Certificate in Understanding
Safeguarding and Prevent
(2017)