SAARA ASLAM

PROGRAM ASSISTANT

CONTACT

☎ (+94) 77 685 6672

✉ saaraawzan@gmail.com

📍 54/11 Kalidasa Road, Matara.
Sri Lanka.

EDUCATION

GCE ADVANCED LEVEL

ILMA COLLEGE, MATARA, SRI LANKA.
2022
A1 B1 C2

HND IN SOFTWARE ENGINEERING

Offered by Cardiff Metropolitan University
UK.

FOLLOWING AT ICBT CAMPUS, MATARA,
SRI LANKA.

PROFILE

FULL NAME	Hussain Aslam Saara
DOB	2004 – 01 – 29
AGE	20 Years
GENDER	Female
NATIONALITY	Sri Lankan
ID NUMBER	200452913422

SKILLS

❖ MS Office
❖ Graphic Design
❖ Communication Tools (email, slack)
❖ AI Literacy
❖ Strong Writing & Research Abilities
❖ Critical Thinking
❖ Analytical Skills
❖ Use & Cite Sources
❖ Make a Strong Thesis
❖ Plan & Organize Ideas

SUMMERY

Dedicated Software Engineering student with a commitment to academic and professional excellence, currently pursuing a HND part-time while serving as a Full-time Program Assistant at a prominent NGO. Possesses a deep passion for technology and a solid foundation in the computer field. Known for attentive listening and exceptional reporting skills. Proficient in MS Office package and graphic design techniques. Demonstrates strong problem-solving abilities and equally comfortable working independently or collaboratively within a team environment.

EXPERIENCE

PROGRAM ASSISTANT - SSDA - Weligama

2024 Feb - Present

- MAINTAINED ACCURATE AND UP-TO-DATE RECORDS OF PROGRAM ACTIVITIES, INCLUDING REPORTS, MINUTES, AND OTHER RELEVANT DOCUMENTS.
- ATTENDED WORKSHOPS, SEMINARS, AND TRAINING SESSIONS ORGANIZED BY GOVERNMENT AGENCIES OR FOREIGN PARTNERS TO STAY UPDATED ON BEST PRACTICES AND NEW DEVELOPMENTS IN THE FIELD.
- DEVELOPED AND MAINTAINED STRONG COMMUNICATION SKILLS, BOTH WRITTEN AND VERBAL, TO EFFECTIVELY INTERACT WITH STAKEHOLDERS, INCLUDING GOVERNMENT OFFICIALS, FOREIGN PARTNERS, AND COLLEAGUES.
- PROVIDED ADMINISTRATIVE SUPPORT TO SPECIFIC PROJECTS, INCLUDING TASKS SUCH AS DATA COLLECTION, DATA ANALYSIS, AND REPORT PREPARATION.
- ASSISTED IN ORGANIZING AND COORDINATING EVENTS, SUCH AS WORKSHOPS, SEMINARS, AND CONFERENCES, INCLUDING LOGISTICS, SCHEDULING, AND COMMUNICATION WITH ATTENDEES.

DATA ENTRY CLERK - ELIZA CONSULTANTS (PVT) LTD

2022 - 2023

- TRANSFERRING DATA FROM PAPER FORMATS TO COMPUTER FILES OR DATABASE SYSTEMS
- TYPING IN DATA PROVIDED DIRECTLY BY CUSTOMERS
- CREATING SPREADSHEETS WITH LARGE NUMBERS OF FIGURES WITHOUT MISTAKES
- VERIFYING DATA BY COMPARING IT TO SOURCE DOCUMENTS.
- INDEXING INVOICES AND FILLING THEM IN THE APPROPRIATE PLACES.
- RESEARCHING INFORMATION NEEDED FOR COMPLETING DOCUMENTS WITH MINIMAL OVERSIGHT.
- ENSURING DATA IS BACKED UP.
- STORING HARD COPIES OF DATA IN AN ORGANIZED MANNER TO OPTIMIZE RETRIEVAL.