



Keppitiyagoda Vithange Awanthi Deeshika

CONTACT

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SKILLS

■ **Administrative Proficiency:** Experienced in managing schedules, maintaining records, and coordinating meetings. ■ **Communication:** Strong interpersonal skills with the ability to convey information clearly and effectively. ■ **Organizational Abilities:** Adept at multitasking, prioritizing tasks, and ensuring timely completion of duties. ■ **Team Collaboration:** Proven ability to work cohesively within a team and liaise between departments to achieve common goals. ■ **Problem-Solving:** Quick decision-making skills honed through experience in fast-paced healthcare environments. ■ **Technical Skills:** Proficient in Microsoft Office (Word, Excel, Outlook) and familiar with office equipment operations.



LANGUAGES

English

CAREER OBJECTIVES

Dedicated Nursing Officer with over 3+ years of experience in patient care and administrative responsibilities. Seeking to leverage organizational and communication skills in an Administrative Assistant role to support executive operations and enhance office efficiency.

PROFESSIONAL EXPERIENCE

Nurse (Nursing Officer Grade III)

Sep 2014 -

Government Hospital Sri Lanka

Oct 2017

■ **Administrative Support:** Managed patient admissions and discharges, maintained accurate medical records, and coordinated with multidisciplinary teams to ensure seamless patient care.

■ **Communication Skills:** Effectively liaised between patients, families, and healthcare professionals, demonstrating empathy and clarity in high-pressure situations.

■ **Organizational Skills:** Scheduled and prioritized patient treatments and staff assignments, ensuring optimal workflow within various departments, including Pediatric, Medical and Surgical Wards, and Emergency Care Unit.

■ **Documentation:** Prepared comprehensive reports on patient progress and ward activities, showcasing attention to detail and accuracy.

EDUCATION & QUALIFICATIONS

Bachelor of Nursing Science with Honours

2016-2019

Open University Malaysia

INTERESTS

- **Healthcare Administration –**
Passion for organizing and improving healthcare workflows and administrative processes.
- **Medical Documentation & Data Management –** Interest in maintaining accurate records and streamlining office tasks.
- **Continuous Learning –** Enthusiastic about acquiring new skills in office administration and technology.
- **Team Collaboration & Leadership –** Enjoy working in team environments and coordinating with professionals.
- **Organizational Efficiency –** Passion for optimizing workplace operations and ensuring smooth daily functions.

Cumulative credits: 145; Final CGPA: 3.22

Diploma in General Nursing 2010-2013

Government Collage of Nursing –
Anuradhapura, Sri Lanka

Highest marks scored for the second year practical and theory tests (Combined mark of 78)

Diploma in Computer Science Nov 2008 –

The Golden Key: Institute of Information
Technology Ltd. Sri Lanka May 2009

Certificate in Blood Bank Training for Nursing Officers Oct 2014

National Blood Transfusion Service – Sri Lanka

External Pharmacists' Course Ongoing,

Ceylon Medical College Council Expected
2026

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Certificate in Blood Bank Training Program for Nursing Officers

National Blood Transfusion Service, Sri Lanka

Participation in health screening programs, blood donation drives, and community medical education initiatives.

REFERENCE

Available upon request - ""