



WE ARE
HIRING

Personal Assistant / Business Analyst

Responsibilities:

- Analyze and interpret business data to provide actionable insights for improvement
- Support the preparation of business reports, presentations, and performance metrics
- Assist with director, ensuring tasks and milestones are completed on time
- Manage and coordinate the director's calendar, appointments, and travel arrangements
- Handle Director's correspondence, phone calls, and emails professionally and efficiently
- Organize and maintain documents, files, and office systems for seamless operations
- Assist in preparing presentations, reports, and meeting materials

Qualifications and Experience:

- A degree in Business Analytics, Business Administration, or a relevant field.
- Or a professional qualification such as CIMA or ACCA.
- Knowledge about data analytics and Power BI
- Strong organizational and time management skills
- Excellent written and verbal communication skills (Sinhala and English)
- Proficiency in using office software (e.g. Microsoft Office, Google Workspace) and sometimes specialized business analytic tools

Location : Head Office, Rajagiriya

Send Your CV

careers@pereraandsons.com