



**Gagani Tharika**  
Administrative Assistant

## PROFILE SUMMERY

Passionately dedicated professional with a relentless drive for skill enhancement and a strong determination to achieve remarkable results. Proactively exploring diverse opportunities to cultivate a thriving career while making a meaningful contribution. Committed to pushing boundaries and leaving a lasting impression through unwavering enthusiasm and continuous growth.

## SKILLS

- Exceptional communication skills paired with rapid learning capabilities.
- Track record of success in both collaborative team environments and independent roles.
- Proven adaptability, smoothly transitioning and taking accountability for tasks.
- Proficient at following instructions and making, well-informed corrective decisions.
- Expertise in Microsoft Excel, harnessing its power for various tasks.
- Complete flexibility and adaptability across diverse work environments.

## PERSONAL INFORMATION

Name: - K.A.Gagani Tharika Indivari

Address: - Flat-304, Al Khallee 2, Al Nadha,  
Sharjah , UAE

Mob: -00971521485343

Gmail: - gaganikodithuwakku@gmail.com

## Work Experience

### Sri Lanka Telecom

Sep 2016 – Feb 2017

Trainee Computer Operator

Making Commission Reports,  
Customer Handling,  
Account Opening,  
Letter Typing, Works in SLT system (CRM & CAM)

### NYSCO CO-OPERATIVE DISTRICT OFFICE

April 2017 – March 2019

Internee of Administrative Assistant

Organizing Events (meetings and Award ceremony),  
Checking day to day payments,  
Organizing course schedules,

## EDUCATION

### University Of Colombo School Of Computing Sri Lanka

Bachelor Of Information Technology  
2021-Until now

### NYSCO Computer Training Center

Diploma In Computer Technology  
Sep 2014-Sep 2015

### Wayamba Institute of Tourism, Hotel Management & Entrepreneur

Certificate In International English for Speakers of Other Languages  
OCT 2014-Dec 2014

### Open University of Sri Lanka

Certificate in HRM  
Jan 2017 -July 2017

### Sri Lanka Telecom Training Center Peradeniya

Applied Information Technology  
Jan 2016-Mar 2016

### Institute Of Bankers of Sri Lanka

Certificate in Banking and Finance  
Jan 2014-Mar 2015

Pass The Ordinary Level Exam 2010

Pass The Advance Level Exam 2016

LANGUAGES

English  
Sinhala

PASSPORT AND VISA

Visa: - Visit Visa  
Valid Until: - 01-NOV-2023  
Passport No: -N5290472  
Valid Until: - 23-SEP-2024

EXPERTISE

Time Management	★★★★★
Communication	★★★★★
Problem Solving	★★★★★
Creativity	★★★★★
Leadership	★★★★★
Inter-personal	★★★★★
Event planning and coordinating	★★★★★

COVER LETTER

Dear Sir/Madam,

I am writing to express my enthusiastic interest in joining your company. Upon reviewing my resume. I believe my skills and experiences align exceptionally well with your company’s mission and the requirements of the role.

Throughout my career journey. I have consistently demonstrated a deep commitment to excellence and a passion towards every role I work for. My experience through my career has equipped me with a robust skill set, enabling me to increase efficiency and show extreme passion and dedication towards my job.

I am eager to contribute my skills and expertise to further enhance your team’s success.

As someone who thrives in dynamic environments, I am excited by the opportunity to leverage my experiences and insights to contribute to your team’s growth. I am confident that my proactive approach, strong - analytical skills, and dedication to achieving results align seamlessly with the values that drive your company.

Thank you for considering my application. I am excited about the possibility of contributing to your company’s continued success. I would welcome the opportunity to discuss how my background and aspirations align with your team’s goals in more detail.

I hereby Certify that all above information’s are correct and true to my knowledge.

Gagani Tharika