

Kojitha Ravishan Wickramasinghe

Date of Birth: 20.01.1997 Gender: Male Nationality: Sri Lankan Martial status: Married

CONTACT

- Apartment 1404, Tip Top Laundry Building, Next to WTC, Abu Dhabi.
- \$\Omega\$ +971 547800121
- wickiravi@gmail.com
- in Kojitha Wickramasinghe

SKILLS

- * IFS software
- * MS Office
- * FR (FastReactPlan) Planning
 Tool
- **★** Communication Skills
- * Self Confidence
- * Leadership Skills
- * Adaptability
- * Time management
- * Management Skills.
- * Active Listening
- * Problem Solving
- * Critical Thinking
- * Teamwork

Personal Profile

I am a motivated, well-focused, and responsible person who's seeking a suitable opportunity to learn what I am passionate about. I have completed a Bachelor of Science degree in Physical Science stream. I am well aware of my responsibilities in my profession. I began my career in the IT industry as a Data Entry Operator and Customer Care Executive. Recently I worked in the textile industry as a Production Planner (Junior Executive)-at South Asia Textiles Limited (Hayleys Group Sri Lanka), for almost two years. Hence I am able to work well and efficiently under pressure.

Education

* BSc. in Physical Sciences in University of Kelaniya, Sri Lanka.: GPA-2.62 Subjects: Pure & Applied Mathematics, Financial Mathematics and Physics From 26.02.2018 to 01.12.2021

Working Experiance

- **★** Junior Executive South Asia Textiles Limited (Hayleys Fabric PLC) From 20.01.2022 to 09.11.2023
 - Duties: Customer Handling(Tommy Hilfiger and Calvin Klein)
 - Making Daily Reports and Analysing (WIP and NC Reports)
 - Fleet Management
 - Inventory Management
 - Wastage Management
 - Logistic and Procurement Controlling
 - Material Reservation
 - Production Planning Using ERP System (Oracle)
- Data Entry Operator and Customer Care Executive AIMS Computers International Pvt. Ltd.

From 01.03.2021 to 14.01.2022

Duties: • Customer Handling and Datasheet Management for Orders

- Updating the Customer Information on the Database
- Receiving Customer Complaints and Solving
- Inventory Management
- Answering Customer Calls and Emails Divert Them to Relevant Departments
- Document Controlling

Professional Qualifications

* Professional Certificate in Environmental Management Systems in accordance with ISO 14001:2015 and Occupational Health and Safety Management Systems in accordance with ISO 45001:2018.

Additional Educational Qualifications

- **★** Certificate in Information Technology University of Kelaniya (2020).
- **☀** Followed Human Resources course as a module of the degree in University of Kelaniya (2020).
- **★** Certificate in English at University of Colombo (2017).
- * English Language Course (Intermediate II), British Council, Sri Lanka (2017)

Non-related Refrees

- ★ Prof. J.R.P. Jayakody [BSc (Peradeniya), MA, MPhil, PhD (CUNY), CPhys, FIP (SL)] Faculty of science, University of Kelaniya, Sri Lanka. ¡rpj@kln.ac.lk +94 33 2 272 309/ +94 718575944
- * Mr. Sameera Jayasinghe
 Senior Manager,
 South Asia Textiles Ltd,
 No.70,
 Felix R Dias Bandaranayake Mawatha,
 Pugoda,
 Sri Lanka.
 sameera.jayasinghe@satextile.com
 +94 765581531

I hereby attest, that the above information is true and accurate as per the best of my knowledge.

11.12.2023

Date

Signature