



## DETAILS

## CAREER OBJECTIVES

## EXPERIENCE

# HEAWEERAGE JANITH HIMASHAN

## SRIMANTHA LUSENA



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10<sup>th</sup> Day Of May 1996

I view Myself as a Mature, Motivated and Self-Disciplined Person, Eager to Learn the Unknown and to Apply my Knowledge and Skills to Each and Every think I do. I would like to Develop Myself in a Professional Environment, So That I can Apply My Knowledge for My Employer, Keep Updating Myself with the Current and Future Trends as the Business.



Magana Seating Company - Junior Administrative Officer  
- Serbia (2022 November –2024 February)

- Candidate Support via Emails, Phone Call and etc.....
- Participating projects meeting,
- Support to Keep & Maintain the 5s,
- Report to the daily activities to the Project Manager
- Maintain Customer Relations and Satisfaction ,



Commercial Leasing & Finance PLC [Amalgamated with LOLC] - Officer Operations (2020 December – 2022 December)

- Security file Data Entering,
- Security file Verification,
- Coordinate with Head office for payments,
- Savings & Deposit handling & stock maintaining.

## EDUCATION & OTHER CERTIFICATES

- ✚ Fintrex Finance LTD - Executive Operation  
(2016 June – 2020 December)
  - Security file Data Entering.
  - Security file Verification.
  - Insurance details entering.
  - Coordinate with head office for payments

## EXTRACURRICULAR ACTIVITIES

- Advance Level (Commerce Stream) - 2015
- Completed Computer Course at TEC.
- Completed Diploma in Business Management in ESOF Metro Campus
- Following Python and other IT related languages through Online (Telegram) Conducted by Hela Devs community in Sweden
- Junior Prefect at the School (2010-2012)
- Senior Prefect at the School (2013-2014)
- National Cadet Corp of Oriental Band (2011-2015)
- Member of Negombo Swimming & Life Saving Association (2011)

## SKILLS

- I was always a good team player in any work as well as I have ability to communicate well with others and I ability to work under challenging.
- I am always ready to do any type of dedication & hard work to achieve the objectives. Through the innovations made creative & efficient products
- Excellent Interpersonal, Quick Learning, Creative Problem Solver, Adaptability, Microsoft Office – Excel, PowerPoint, Word

## REFERENCES

❖ *Reference will be given upon request*