

HIRUNI THARAKA SENARATHNA

Address: International City, Y25, England Cluster | Phone :+971 50 588 7335 | Email: hirunitharaka034@gmail.com

SUMMARY

To work in a stimulating and challenging environment where I can utilize my creativity and analytical skills to achieve the corporate objectives of the organization and to accomplish tasks and responsibilities assigned to me in complete and excellent management to the greater benefit of the employer coupled with a sense of satisfaction.

PROFESSIONAL EXPERIENCE

SL Auto Spares PVT LTD Sales Coordinator	2024 - 2025
<ul style="list-style-type: none">Daily invoice & receipt entering.Supplies invoice entering, checking, and preparingMaking Daily Sales Reports.Checking the Sales Outstanding.	

SKILLS

- Communication and Presentation Skills.
- Independent and Self-motivated.
- Easily Adaptable To Any Environment.
- Innovative Ideas Leadership Skills Ability to Work as a team.
- Proficiency in MS Office package
- knowledge of windows
- Internet and Email application
- Proficiency in Busy Software

EDUCATION

Passed G.C.E (General Certificate of Education)	2017
<ul style="list-style-type: none">O/L Examination	
Passed G.C.E (Genaral Certificate of Advanced Level)	2021 (2022)
<ul style="list-style-type: none">A/L Examination	

ADDITIONAL INFORMATION

- Languages: English

REFERENCE

S.M. Chamila Kumara
Teka Kuchentechnik (LLC)-UAE
Electronic Technician
Phone: 0504567127
Email: Chamilpushpa@gmail.com

J.P Haththotuwegama
SL Auto Spares PVT TD
Director Operation
Phone: +94 777 491 702
Email: janakprasad039@gmail.com