

HIRUNI THARAKA SENARATHNA

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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

- Daily invoice & receipt entering.
- Supplies invoice entering, checking, and preparing
- Making 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

- O/L Examination

Passed G.C.E (General Certificate of Advanced Level)

2021 (2022)

- A/L Examination

ADDITIONAL INFORMATION

- **Languages:** English 

REFERENCE

S.M. Chamila Kumara

Teka Kuchentechnik (LLC)-UAE

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J.P Haththotuwegama

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Director Operation

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