



# ACHINTHA SULAKSHANA

## CONTACT

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- Al nahda 1, Sharja

## EDUCATION

- 2020-2022  
E SOFT METRO CAMPUS
  - HIGHER NATIONAL DIPLOMA IN COMPUTING
- 2022-2023  
ACTIVE TECH NETWORK TRAINING INSTITUTE
  - NETWORK ENGINEERING

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## LANGUAGES

- English (Fluent)
- Sinhala

## PROFILE

I am reliable and trustworthy, hardworking and eager to learn & have a genuine interest to work a growth-oriented organization. I have to study up to Higher National Diploma in ICT Pearson assured. I worked as a customer service attendant in leadind company in srilanka.

## WORK EXPERIENCE

- Diamond Box Advertising Gifts TR.LLC** 2023 - 2024  
**DATA ENTRY**
  - Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
  - Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
  - Organization skills, with an ability to stay focused on assigned tasks.
- Softlogic Glomark** 2020 - 2023  
**Customer Service Associate**
  - Maintain strong customer relationships by responding professionally and appropriately to inquiries.
  - Escalate customers inquiries to the appropriate department when needed.
  - Research and stay up to date with company products, services, and processes.
  - Keep track of customer service accounts and relevant data.
  - Recommend process improvements and identify new product and service opportunities based on customer needs.
  - Ability to handle a variety of customer needs and provide solutions accordingly.

## REFERENCE

### Naveen Nirosha

Accountant

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### Ruchini Dinupama

barista

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