





Rashitha Shehan


Personal Info

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 158, Al Mankhool Road, ,
Dubai, United Arab Emirates

 Sri Lankan

 21.11.2002

Education

- Cambridge International
School, Srilanka
Jan 2007 - Jan 2019

Languages

English

Skills

Microsoft Office

Teamwork

Creativity

Work ethic

Communication

Summary

Hardworking and reliable worker with a strong commitment to getting the job done well. Good at working with others and handling my own tasks. Always ready to help solve problems and support my team. Excited to use my skills to help your organization succeed.

Courses

DTEC , Esoft Metro Campus, Srilanka

February 2020 - July 2020

Software Engineering Degree, IJSE Institute, Srilanka (1st year Student - Stopped it due to a financial struggle)

January 2021 - December 2021

Aquinas English Diploma, BCI Campus, Srilanka (Intermediate Grade)

June 2023 - November 2023

Work Experience

Store Assistant Manager, El - Toro Roofing Products Ltd, Sri Lanka

January 2022 - February 2023

- Regularly updated the store inventory in to the company's database using the tool - Excel.
- Regularly tracked and analyzed store performance metrics to identify areas of improvement and develop strategies to increase sales
- Experienced of creating creative presentations to request products from outdoor companies using tools like Word and PowerPoint.
- Experienced at leading, motivating, and training store staff to maximize performance and productivity

Data Entry Clerk, Cargills, Chilaw

December 2024 - July 2024

- Regularly entered customer data into company databases to maintain customer records.
- Performed data entry into multiple systems including, but not limited to, Microsoft Excel and Access.
- Collaborated with other departments to ensure data was entered in a timely and accurate manner.