

RASHIKA HARSHANEE



CONTACT

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ADDITIONAL INFORMATION

VISA - Own (Up to 07-03-2027)

Nationality – Sri Lankan

SKILLS

Coordinating

Work under pressure

Team work

Documentation handling

Cash Handling

Sales & Marketing

ACADEMIC

G.C.E. Advance level

G.C.E. Ordinary level

LANGUAGE

English - Good

Tamil - Understading

Sinhala - Native

PROFESSIONAL SUMMARY

Dedicated and organized Office Assistant cum Clerk with over 5 years of experience in the Sri Lankan judicial system, supporting High Court, District, and Magistrate Court operations. Demonstrated ability to manage legal documentation, assist court proceedings, and handle clerical and fiscal responsibilities with accuracy and confidentiality. Also experienced in sales and retail, having worked as a Sales Executive specializing in mobile devices and security systems. Skilled in administrative support, record management, client service, and financial handling.

High Court, Sri Lanka

- (2019 April - 2021 April)

District & Magistrate Court, Sri Lanka

- (2021 April – 2024 November)

Office assistant cum Clerk

- Manage and maintain court files and case records.
- Prepare and file legal documents accurately.
- Draft and process correspondence, summons, and notices.
- Schedule hearings and maintain court calendars.
- Assist judges and court officers during proceedings.
- Provide clerical support to legal staff and court visitors.
- Handle fiscal-related work such as receipts and vouchers.
- Support document delivery and inter-office coordination.
- Enter and update data in court registers and databases.
- Ensure all records are up to date and legally compliant.
- Maintain confidentiality of all sensitive legal informant

Sales Excutive in RA Tech solution in Srilanka (2016-2019)

(Mobile Devices, CCTV & Satellite TV Systems)

- Led mobile phone sales and customer engagement.
- Supervised staff to meet sales goals and deliver high service standards.
- Conducted product audits and ensured accurate inventory control
- Managed cash flow and daily financial transactions
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ACADEMIC QUALIFICATIONS

- G.C.E. Advance Level
- (National Curriculum of Sri Lanka)
- G.C.E. Ordinary
- (National Curriculum of Sri Lanka)