



MANDALA WATTAGE DANUSHKA PETHUM

CONTACT

- Dubai,UAE
- +971581903541
- danupethum@gmail.com
- +971581903541 (Business)

SKILLS

- RESPONSIBILITY
- DATA ENTRY - EXPERT
- TYPE SKILL - EXPERT
- ACCURACY -EXPERT
- ON TIME WORK
- GOOD COMMUNICATION
- ORGANISATION AND PLANNING

ADDITIONAL INFORMATION

- Date of Birth – 01st of September,1995
- Sex - Male
- Nationality - Sri Lankan
- Passport Number – N8107762
- Type Of Visa - Visit (2 Months)
- Whats App No. - (+94768006926)

LANGUAGES

Sinhala : First Language

English:  C1
Advanced

SUMMARY

Highly skilled and detail Oriented Data professional over 05 Years. entering and updating data, researching, and verifying data, ensuring accuracy of the information, maintaining data integrity & tracking documents, running and distributing reports, creating backup files, Database & spreadsheet managing, providing assistance to technical staff, scanning documents, printing files, complying with data integrity policies and generating reports as needed.

EXPERIENCE

Data entry Officer - 02/2019 – 05/2024

Luminex PLC,Galle Road, Moratuwa

- Processed data and monitoring Sri Lanka Telecom Database.
- Entered New connection Details Home Broadband & Peotv connection details and assign to team.
- Enter over 10,000 units data per week use google sheet and Excel sheet.
- Making attendance reports of hired vehicle enter & manage company database.
- Mail handling and responds to directly Sri Lanka Telecom.

IT Coordinator Officer - 02/2018 – 01/2019

Richard Peiris and Company

- Maintaining and managing information technology systems and networks within an organization
- Enter Sales Data and order details per daily.
- establishing protocols, providing technical support, and advising on IT choices.

Computer Operator Officer - 02/2017 -01/2018

Pannipitiya PVT Hospital

- Preparing Laboratory Patient's Report 100% accuracy.
- Creating Database and Managing patient details.
- Ordering company Laboratory instrument and chemicals through Mail.

EDUCATION

Diploma in IT (Pearson Assured) : English, 2019

Esoft Metro Campus- Nugegoda, Sri Lanka

Higher Diploma In Computer Science – English,2019

Infortec International College- Sri Lanka (Part Qualified)

Advanced Levels: Commerce , 2015

Ananda College, Kottawa – Sri Lanka

Certificate of MS Office and Ms Excel : English, 2006

Colombo Tec - Colombo, Sri Lanka

NON RELATED REFERENCE

Available Upon Request