



CONTACT



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Kaduwela, Sri Lanka



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PERSONAL DETAILS

Date of Birth :- 29/05/1989

Civil Status :- Single

Gender :- Female

Nationality :- Sri Lankan

Passport No :- N6750241

SKILLS

- Information Technology education and instruction
- Revenue collection and target achievement
- Supervisory and team leadership
- Inventory management and record-keeping
- Administrative support and store management

LANGUAGES

- English ☒
- Sinhala ☐

H.G DILINI YANISHA

Detail-oriented and experienced professional with a background in Information Technology education, administrative support, and revenue collection. Seeking to leverage expertise in managing stores, supervising staff, and achieving targets within the governmental sector.

EXPERIENCE

Trade Officer

Local Government - Western Province , Sri Lanka.

July 2022 - Present

- Collecting revenue in come tax according to the target.
- Supervising staff for achieve to goals.
- Checking maintenance of supermarkets.

Office Assistant

Local Government - Western Province , Sri Lanka.

October 2012 - July 2022

- Clean the store and ensure products are properly placed.
- Keep track of inventory.
- Handle record keeping and re-ordering systems.
- Perform routine inventory counts and submit reports to the Department Head and Store Keeper.
- Preparing Regular Stores and Inventory Reports.
- Updating Store Ledgers
- Receiving and Issuing Goods
- Carry out other store administrative tasks as directed by Department Head.

ICT Teacher

I-GATE College - Sri Lanka

September 2011- September 2012

- I taught Information Technology for Students at Grade 1 to 10.

EDUCATION

- **NVQ Level 05 Diploma in Information Technology 2016**
University of Colombo School of Computing, Sri Lanka
Index No.: 1317881 – 2016
- **English Language Higher Level Course Merit Pass**
Institute of Human Resource Advancement University of Colombo, Sri Lanka
- **English Language Intermediate Level Course Merit Pass**
Institute of Human Resource Advancement University of Colombo, Sri Lanka
- **English Language Preliminary Level Course Merit Pass**
Institute of Human Resource Advancement University of Colombo, Sri Lanka
- **General English 50 hour's certificate course Level 2006 Elementary 2 (EL2) Grade: C**
British Council, Sri Lanka.
- **International Computer Driving License 2007**
Gateway Centre for Information Technology, Sri Lanka
- Sucessfully Passed Advanced Level