



HIRUNIKA SAMARASINGHA

CONTACT INFO

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OBJECTIVES

I am a dedicated, hardworking individual, looking for a challenging opportunity that will allow me to perform at my best capability.

SKILLS

- Communication skills – expert
- Organizational skills – expert
- Time management skills – expert
- Problem solving skills – expert
- Planning skills - expert
- Customer management - expert
- MS Office - Experienced

EXPERIENCE

➤ April 2021 — December 2023 (2 Years & 8 months)
MAS Silueta PVT LTD - Import & Export zone Biyagama - Sri Lanka
PRODUCTION OFFICE ASSISTANT - DATA ENTRY OPERATOR

➤ January 2020 — March 2021 (1 Years & 3 months)
Chillies spice Village Company - Aldeniya - Sri Lanka
SENIOR CASHIER

➤ July 2018 — January 2020 (1 Year & 6 months)
Chillies spice Village Company - Aldeniya - Sri Lanka
CASHIER

➤ April 2018 — July 2018 (3 Months)
Chillies spice Village Company - Aldeniya - Sri Lanka
SHOP ASSISTANT

VISA STATUS

- Visit Visa

AWARDS & ACHIEVEMENTS

- Best team player
- Sales executive of the year
- Best employer of the year

EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

- IMBS Green Campus – Sri Lanka 2022
Diploma - Human Resources Management
- Yasodara Girl’s School – Sri Lanka 2020
High school – Commerce stream
- Jayasekara Management Center - 2017
Certificate Course - MS Office
- Jayasekara Management Center - 2017
Certificate Course - Business English

INTERESTS

- Reading
- Traveling
- Quotes & Poems writing

PERSONAL INFORMATION

- Age – 22
- Nationality – Sri Lankan
- Languages - English/Tamil
- Native Language - Sinhalese