



Lahiru Jayawardana

Admin & IT Support

Dedicated and hard-working IT Administrator skilled at managing networking systems, maintaining security systems, updating hardware and software, and managing databases. Effective communicator with great technological expertise and deep passion for technology. Offers well-developed time management abilities and excellent analytical skills. I am presently seeking an IT Administrator position with a innovative company.

Contact

Phone

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Email

lahirujayawardana99@gmail.com

Address

International City, Dubai

Education

2015

**Higher National Diploma In
Information Technology**
E-Soft Metro Campus - Sri Lanka

2008

**Higher National Diploma of
Marketing & Business
Management - S.L.I.A.T.**
S.L.I.A.T. - Sri Lanka

Expertise

User Flows

- MS Office incl : excel, word, etc.
- Communication Skills
- Management Skills
- Problem Identifying & solving
- Networking & troubleshooting.
- Computer Hardware & Software handling

Language

English

Arabic

Hindi

Experience

○ 2022 - 2024

Crony International Electronic L.L.C. - UAE

E-Commerce & IT Dept.

Expert skill in excel and database handling through out all the online platforms and bespoke system in The Crony. Product listing, Inventory managing, Network maintaining/troubleshooting, Computer Troubleshooting and It support are handled with a dedication. Pro-actively participated in weekly team meetings with managers, trained and coordinated IT interns, ensuring that all policies and procedures were followed.

○ 2021 - 2022

Aranco Co. 1 - Dubai Investment Park - UAE

IT Support.

Installed and configured computer hardware operating systems and applications. Monitored and maintained computer systems and networks. talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues. Troubleshoot system and network problems, diagnosing and solving hardware or software faults. Replace parts as required

○ 2018 - 2020

G.K.U.C. International Pvt. Ltd.

Admin Assistant.

Promptly handled assigned issues and tasks through internal systems. Ensured the performance in the company by practicing team work and with practicing excellent customer service handling. Acted as the local IT Systems Officer, providing support and first line response to general IT inquiries from customers and other officers when needed.

Reference

S. Niruththan

Director of LNR Moterways Pvt. Ltd.

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Shein Shukai

Director of Crony International

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