

G.J. LAKSHANI HIMAHANSI

Rotana Laundry Building, Hamdan Street, Abu Dhabi

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◆ Professional Summary

Motivated IT professional with hands-on experience in data entry, document processing, and office administration. Adept at handling Microsoft Office tools, creating spreadsheets with equations, and preparing legal and financial documents. Known for reliability, integrity, and the ability to work independently or in a team environment. Seeking to leverage my skills in a dynamic and growth-oriented IT or administrative role.

◆ Core Skills

- Data Entry & Documentation
- MS Office (Word, Excel, PowerPoint)
- Spreadsheet Formulas & Equations
- Public Relations & Communication
- Time Management & Teamwork
- Leadership & Supervision
- IT Support & Troubleshooting

Data Entry Officer - Rollingpin, Ahangama — 2024

- Typed and formatted official letters and documentation.
- Created and managed Excel spreadsheets with formulas.
- Handled bill processing and record keeping.

Recorder - Stores | Aitken Spence Apparels, Koggala (2023 - 2024)

- Maintained GRN system and accessory records.

Associate Image Processor | OREL IT, Galle (2021 - 2022)

- Worked on TSR and ROAD projects for data processing.
- Ensured high accuracy in image-related documentation.

Typist & Admin Assistant | N.M. Shameem Lawyer's Office, Weligama (2019 - 2020)

- Prepared legal documents and handled office correspondence.
- Managed Excel data sheets and client records.
- Managed pre-production documentation and store inspections.

IT Officer | Regional Development Bank, Weligama (2018 - 20219)

- Maintained and updated loan section databases.
- Created and typed official correspondence.
- Used Excel for interest calculations and data reports.

◆ Education

NVQ Level 4 – Information Technology - National Vocational Training Institute

◆ Languages

- Sinhala (Native)
- English (Fluent)