



OSHADI WIMALASINGHE

MANAGEMENT & COMPUTER APPLICATION ASSISTANCE



7 Even Building, Dubai Investment
Park1, Dubai, UAE



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ABOUT ME

I consider myself friendly, loyal, hardworking, and responsible dedicated individual who an ambition to succeed in any has given environment with extensive experience.

EDUCATION

CERTIFICATE IN ICT TECHNICIAN

Vocational Training authority /
Colombo, sri Lanka / 2015

CERTIFICATE IN SPOKEN ENGLISH

University of Colombo / Colombo,
Sri Lanka / 2016

SKILLS

IT KNOWLEDGE

MS OFFICE

ACTIVE TEAM MEMBER

PROJECT MANAGEMENT

LANGUAGES

ENGLISH

SINHALA

WORK EXPERIENCE

DEPARTMENT OF PENSION

Colombo, Sri Lanka
Jan 2016 - Mar 2017

Computer Application Assistance

- Information & Data processing
- Enters data into system to produce drafts or final copy to update/create file.
- Support deployment of all PCs and peripherals

REGIONAL DIRECTORATE OF HEALTH SERVICE

Colombo, Sri Lanka
Apr 2017 - Aug 2018

ICT Officer

- Information & Data processing
- Gathers data/text from original form or document and prepares for input into computerized system.
- Maintains records of work performed

CIB SECRETARIAL SERVICE (PVT) LTD

Colombo, Sri Lanka
Sep 2018 - May 2021

Administrative Assistance

- Organize and schedule appointments and meetings
- Develop and maintain a filing system
- Provide general support to visitors

NATIONAL INSURANCE TRUST FUND

Colombo, Sri Lanka
Jul 2021 - Feb 2023

Management Assistance

- Prepare important documents for reports, meetings and memos
- Organize and plan all company outings and events

PERSONAL DETAILS

Date of birth
23/03/1996

Nationality
Sri Lankan

Visa status
Visit Visa

Marital status
Single

REFERENCES

THARINDU RITIGALA
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