



# OSHADI WIMALASINGHE

MANAGEMENT & COMPUTER APPLICATION ASSISTANCE

 7 Even Building, Dubai Investment Park1, Dubai, UAE

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 oshiinfo536@gmail.com

## 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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