



# Rajika Manori Meegahagedara



Dubai, UAE



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Rajika Meegahagedara

## PERSONAL DETAILS

### **Name in full :**

Udawela Meegahagedara Rajika  
Manori Meegahagedara

**Date Of Birth :** 30.12.1987

**Marital Status:** Single

**Nationality :** Sri Lankan

**N.I.C. No. :** 878653300V

**Driving License No:** B4466399

**Passport No.:** N7285712

**Gender :** Female

## SKILLS

MS office/Excel

Photoshop

Coral draw

Html

CSS

## LANGUAGES

Sinhala: Native

English : Moderate

## REFREES

Mr. Darshana Anuradha,  
CEO & Founder,  
Seishin Consultants (PVT) Ltd,  
Mobile : +94 705 288 299,  
+94 718 409 856  
Email.  
projects@seishingroup

## PROFILE

Enthusiastic and detail-oriented office administrator with a strong background in office management and computer proficiency. Skilled in streamlining administrative processes, maintaining efficient office operations, and providing exceptional support to teams. Proficient in various software applications, including MS Office Suite and project management tools, ensuring effective communication and collaboration. Adept at managing schedules, handling correspondence, and maintaining organized records, with a passion for contributing to a productive work environment. Committed to continuous improvement and ready to bring a positive attitude and strong work ethic to your organization.

## ACADEMIC QUALIFICATION

### **2016 - 2023 Bachelor of Arts (General) Degree**

University of Kelaniya, Sri Lanka.

(Tourism Management, Mass communication & Sociology)

### **2022 Diploma in Information and Communication Technology**

(Pending) University of Sri Jayawardhanapura, Sri Lanka.

### **2018 Diploma In early childhood care and Education**

EDP SRI LANKA Institute Of Teacher Training

### **2013- 2014 Human Resource Management**

The Open University, Sri Lanka.

### **2010 GCE A/L obtained 1B, 1C, and 1S in Art stream**

CP/W Kengalle Central College , Sri Lanka.

### **2003 GCE O/L Passed**

CP/W Kengalle Central College , Sri Lanka.

## PROFESSIONAL QUALIFICATION

Successfully followed the higher diploma certificate course in computer studies at EDP Sri Lanka

## WORKING EXPERINCE

### **2018 - 2024**

I have been working as an Operational Manager at Leo of Ceylon (PVT) Ltd, Gampola

### **2017 – 2024**

I have been working freelancer as a Graphic designer and typesetter

**2017** I have worked as Human Resource Manager at Leo of Ceylon (PVT) Ltd, Gampola.

### **2015-2017**

I have 1 and half year work experience as an office clerk at Lanka Trading Construction Company (PVT) Ltd, Colombo 04.