



Rajika Manori Meegahagedara



Dubai, UAE



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rajikawithmail@gmail.com



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.