



Lakshitha Hemasinghe

Nationality: Sri Lankan **Date of birth:** 06/09/1992 **Gender:** Male

Phone number: (+94) 707200777 **Phone number:** (+94) 724679291

Email address: lakshithadulanjaya9@gmail.com

Email address: waldh96@gmail.com **WhatsApp Messenger:** +94707200777

Skype: lakshitha.hemasinghe.1

LinkedIn: <https://lk.linkedin.com/in/lakshitha-dulanjaya>

Coursera: <https://www.coursera.org/user/d3957003ae5b676a70bd1b3b4fb63d09>

Home: 315/1, Pahala Ambale, Monnekulama, 60470 Nikaweratiya (Sri Lanka)

ABOUT ME

Experienced IT professional with a proven track record in military and corporate settings. Skilled in network administration, technical support, and data security. Google-certified in IT support and business intelligence. Proficient in WordPress, Photoshop, and Microsoft Office. Passionate about optimizing technology to drive organizational success.

WORK EXPERIENCE

IT Administrator

Judge Advocate General's Office - Sri Lanka Army [01/10/2021 – Current]

City: Colombo | Country: Sri Lanka

The Information Technology Administration Helper oversees the efficient management and maintenance of office IT systems, ensuring smooth operations and troubleshooting technical issues as they arise.

Key responsibilities:

- Managing network infrastructure and ensuring its security and reliability.
- Providing technical support to users, troubleshooting hardware and software issues promptly.
- Implementing and maintaining backup and disaster recovery plans to safeguard data integrity.

Training Exercise IT Administrator

Sri Lanka Army Training Command [05/10/2016 – 09/2021]

City: Diyatalawa | Country: Sri Lanka

The role of an IT Administrator at Sri Lanka Army Training Command involves managing and maintaining the technological infrastructure to support training programs and operations efficiently.

Key responsibilities:

- Managing and troubleshooting network infrastructure to ensure uninterrupted connectivity for training activities.
- Providing technical support and training to personnel on IT systems and applications utilized in training programs.

Office administrator

Sri Lanka Army [06/12/2013 – 04/10/2016]

City: Kandy | Country: Sri Lanka



An office administrative assistant manages communication, schedules appointments, and maintains records. They handle office supplies, assist with administrative tasks, and coordinate travel arrangements. Additionally, they provide client support, manage basic accounting duties, and offer technical assistance when needed. Their responsibilities include organizing files, facilitating meetings, and ensuring a well-functioning workspace. They act as a central point of contact for inquiries, both internally and externally, and help colleagues with various tasks to support office operations. Overall, their role involves multitasking, attention to detail, and effective communication to keep the office running smoothly and efficiently.

Warehouse administration manager

Pragathi Lanka Pvt Ltd [01/01/2020 – Current]

City: Colombo | Country: Sri Lanka

As a **volunteer worker** in warehouse administration, your main activities and responsibilities revolve around ensuring the efficient operation of the warehouse. This includes overseeing inventory management, organizing incoming and outgoing shipments, coordinating with suppliers and carriers, and maintaining accurate records of stock levels. You'll be tasked with optimizing layout and storage methods to maximize space utilization and streamline workflows. Additionally, your role may involve supervising staff to ensure adherence to safety protocols and operational procedures. Effective communication and problem-solving skills are crucial for addressing any issues that arise and ensuring smooth day-to-day operations within the warehouse environment.

EDUCATION AND TRAINING

IT Support Professional Certificate by Google on Coursera

Google LLC [04/2024 – 04/2024]

Country: United States | Website: <https://coursera.org/verify/professional-cert/CPHN88GVVAA6>

Technical Support Fundamentals, The Bits and Bytes of Computer Networking, Operating Systems and You: Becoming a Power User, System Administration and IT Infrastructure Services, IT Security: Defense against the digital dark arts

Business Intelligence Professional Certificate by Google on Coursera

Google LLC [03/2024 – 03/2024]

Country: United States | Website: <https://coursera.org/verify/professional-cert/GZW46V42SM8C>

Foundations of Business Intelligence, The Path to Insights: Data Models and Pipelines, Decisions, Decisions: Dashboards and Reports

Launch Your Online Business by The State University of New York on Coursera

The State University of New York [04/2024 – 04/2024]

Country: United States | Website: <https://coursera.org/verify/ZX8DVGHEC55C>

Successful Negotiation: Essential Strategies and Skills

University of Michigan [04/2024 – 04/2024]

Website: <https://coursera.org/verify/ZX8DVGHEC55C>

Dairy Production and Management

The Pennsylvania State University [03/2024 – 03/2024]

Country: United States | Website: <https://coursera.org/share/7844e92cc7298618267da9cb414052b8>



LANGUAGE SKILLS

Mother tongue(s): Sinhala - Sri Lanka

Other language(s):

English

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Graphic Design / Fast Learning / Organizational and planning skills / Good listener and communicator / Decision-making / Team-work oriented / Web Development / Critical thinking / Wordpress / Photoshop / Social Media

PROJECTS

[03/2024 – 03/2024]

Investment Risk Management

- Quantify risk-to-reward using Treynor Ratio
- Calculate value at risk for investment portfolio

Link: https://www.coursera.org/account/accomplishments/verify/5T2FH6NH23KF?utm_source=link&utm_medium=certificate&utm_content=cert_image&utm_campaign=sharing_cta&utm_product=project