

**CONTACT ME****Phone:****+971 557269154****Email:****Dulikasewwandi25@gmail.com****Address:****605, 11-8B, Al Khail gate, Al Qouz,
Dubai****PERSONAL INFO****Name:-****L.R.Dulika Sewwandi Bandara****Date of Birth:-****07th March 1997****Nationality:-****Sri Lankan****Civil Status:-****Single****National ID Card Number:-****97567898V****Passport Number:-****N10834556****Visa Status:-****Visit Visa****Skills****Time Management****Decision Making****Communication Skill****Adaptability and Flexibility****Team Management Skills****LANGUAGES****English****Sinhala**

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place am encouraged and permitted to be an active participant as well contributes on developments of the company.

RELEVANT EXPERIENCE**Works at Cashier in Isuru Supermarket – 06 Month****Isuru supermarket, Polonnaruwa****Responsibilities:**

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Cross sell products and introduce new ones
- Greet customers when entering or leaving the Store
- Maintain clean and tidy checkout areas

Works at Data Entry Operator – 01 year**Premier Computer Solution, Aralaganwila****Responsibilities:**

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders .
- Create spreadsheets with large number of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Perform regular backups to ensure data preservation
- Sort and organize paper work after entering data to ensure it is not lost

ACADEMIC QUALIFICATION**Bachelor of Bio System Technology (Honors) in Commercial Green Farming Technology****University of Jaffna, Sri Lanka****2018 – 2022****PROFESSIONAL QUALIFICATION**

- Complete the Diploma in Computer Studies at E-TALENT Computer Training School.
- Computer the Management Certificate Course at project Designing and Research Institute.
- Completed the Diploma in Computer Studies at Nenasala Computer Center.
- Completed a Computer Certificate Course at Millennium Computer Academy, Anuradhapura.

COMPUTER LITERACY

- Good at Microsoft Office
(MS Word/ MS Excel/ MS Powerpoint/ MS Access)
- Email and Internet

I hereby certify that the particulars furnished above are true and accurate to the best of my knowledge

Sewwandi Bandara