



Mrs. Vishwa Ranasinghe

Sales Assistant / Sales Girl /
Customer Service / Cashier

Available to Join Immediately in U.A.E

CONTACT

✉ wishwa.speedway@gmail.com

📍 Building #19,
Phase 1, Al Khail Gate, Al Quoz,
Dubai


☎ +971568221089

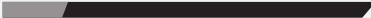
SOCIAL LINKS

🌐 www.linkedin.com/in/vishwa-ranasinghe


📷 https://www.instagram.com/wishwa_101/


LANGUAGES

English 

Hindi 

SOFTWARES

MS Office 

Adobe Illustrator 

Adobe Photoshop 

PROFESSIONAL SKILLS

Management	Administration
Marketing	Online Research
Communication	Management
Report Making	Online Marketing
Graphic Design	Digital Marketing
Presentation	

PROFESSIONAL SUMMARY

Ambitious and multi-talented professional with a strong background in diverse disciplines, encompassing both creative and business-oriented fields. Seeking a rewarding career that integrates creativity with strategic thinking, enabling me to leverage my versatile skill set to drive innovation and contribute to the growth of a dynamic organization. Committed to continuous learning and personal development, I aspire to excel in roles that bridge the realms of design, management, and technology.

PROFESSIONAL SUMMARY

■ HR Development Officer at Ministry of Finance, Economic Stabilization and National Policies, Colombo, Sri Lanka June 2022 -November 2023

- Procurement Works for all the Deprtments and Institute under the Ministry
- Making Reports and Minutes about all kind of Procurement works
- Prepare reports and presentations with statistical data, as assigned
- Perform other duties as may be assigned by the Director General and top management from time to time
- Organizing and arranging all kinds of meetings under the corporate affairs division.
- Liaise with external partners, like insurance vendors, and ensure legal compliance

■ Freelance Designer 2017 - Present

- DesignCrowd - <https://www.designcrowd.com/>
- Fiver - <https://www.fiverr.com/>

■ HR Development Officer at Ministry of Economic Policies and Plan Implementation, Colombo, Sri Lanka January 2022 - June 2022

- Administration of some Ministry databases
- Preparing regular financial and administrative reports
- Organize a filing system for important and confidential company documents
- Prepare reports and presentations with statistical data, as assigned

■ Former Coordinating Officer at Family Care Center , Kurunegala, Sri Lanka 2020

- Conducting coordination activities between the staff of the institute and the doctors.
- Updating corporate databases Conduct coordination between all doctors and the HR department.
- Conducting coordination between other hospitals.
- All activities of the securitization sector.

■ Former Fashion Designer at Trinity Apparel , Kandy, Sri Lanka 2017 - 2019

- Active involvement of Casual and Office wear design part
- Active involvemen of product development part
- Fabric identificatin and handling
- Create all the graphic art works and other creative graphic designs supervising the making of sample graments
- Conceptualize visuals based on requirements

PROFESSIONAL TRAINING

■ Leadership and Team Building Training Programme - Sep. 2020 to Oct. 2020 Conducted by Vijayaba Regimental Headquarters - Sri Lanka Army

- Develop and nurture leadership skills to become future leaders
- Enhance managerial skills and abilities
- Improve corporate culture and build strong teams
- Increase employee engagement and work productivity

PROFESSIONAL EDUCATION

- **B. Des (Hons) Fashion design and Product Development**
University of Moratuwa, Faculty of Engineering - Sri Lanka (2012 - 2017)
- **Higher Diploma in Computer Science**
Leadway Institute of Business Management and Information Technology - Sri Lanka (2009 - 2010)
- **Diploma in International Hospitality Management**
TEG International Collage - Singapore (2019 - 2020)
- **Diploma in Business Management**
E- Soft Metro Camps - Sri Lanka (2011-2012)
- **Certificate Course in Human Resource Management**
Insitute of Personal Management - Sri Lanka (2015-2016)

PROFESSIONAL SKILLS

- Communication and negotiation skills
- Decision making skills
- Computer / IT knowledge
- Leadership & management skills
- Quick learning & adaptability on situation
- Team working & interpersonal relationship skills

PERSONAL INFORMATIONS

- Name - Vishwa Kanthi Ranasinghe
- Date of Birth - February 13, 1992
- Gender - Female
- Civil Statues - Married
- Nationality - Sri Lankan
- Religion - Buddhist

NON-RELATED REFEREES

- Mr. Sarath Kumara
PRO
First Security Group,
26th St - Al Quoz - Al Quoz Industrial Area, Dubai
herathfsg@gmail.com
+971 50 6488 433
- Mr. Dushan Premachandra
Quantity Surveyor
Al Avon Contracting LLC
402, Al Attar Business Center, Al Barsha 1, Dubai
dushanqs.ae@gmail.com
+971 56 6374 927