

**CONTACT ME**

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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