



# ERANGA MADUSANKA

## Profile

Seeking for a job where I can build on my current skills set to contribute to the profitability of the company while learning innovative ways in applying my knowledge. A reliable individual who is able to learn quickly and will work hard to add value to your company. The proven ability to organize, solve problems and make sound decisions are some of the competencies I will bring to the job.

## Experience

### ● Dubai International Airport(DXB)

Data Entry Operator | 2022 - Present

Organization - Dulsco

**Updating data in Other airline Cargo & Documents (OAL).**

**Updating data in Emirates Cargo.**

**Making Final shift reports.**

- Gathering, collating, and preparing documents, materials, and information for data entry.
- Conducting research to obtain information for incomplete documents and materials.
- Creating digital documents from paper or dictation.
- Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.
- Updating and maintaining databases, archives, and filing systems.
- Monitoring and reviewing databases and correcting errors or inconsistencies.
- Generating and exporting data reports, spreadsheets, and documents as needed.
- Performing clerical duties such as filing, monitoring office supplies, scanning, and printing as needed.
- Capturing data into digital databases and performing regular backups.

## Education

### ● Successfully Completed Airport Operations Safety Training programme

2023

### ● Passed G.C.E Advanced Level Examination

Gurulugomi College, Sri Lanka | 2018

### ● Passed G.C.E Ordinary Level Examination

Mahanama Navodya College, Sri Lanka | 2015

## References

### Mr. Nishantha Liyanage

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### Mr. Hareendra Sampath Bandara

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## Contact

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## Personal information

### Full Name

Eranga Madusanka Perera Liyanage

### Date of birth

22.03.1999

### Gender

Male

### Nationality

Sri Lankan

### Visa Status

Employment Visa

### Civil Status

Single

### Passport No

N8192796

## Skills

### languages

English

Sinhala

### Others

Team Work

Flexibility

Good Communication

Creativity

Time Management

Outlook & Microsoft teams

MS Office