



# Hansani U. Wickramasinghe

CEO PERSONAL ASSISTANT

## Contact

- +97335538405
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- Gudaibiya

## About Me

Organized, detail-oriented, and self-motivated personal assistant with extensive office management experience. Proficient and energetic organizer with excellent written and verbal communication skills and ability to control inventories, appointment schedules, and customer communications.

## Skills

- Leadership
- Communication
- Problem Solving
- Excellent In IT
- Graphic Art
- Database Handle
- Contract negotiation
- Sales forecasting
- Adaptability
- E-Commerce

## Language

- Sinhala : Native
- English : Professional
- Hindi : Basic

## Education

- SOFTWARE ENGINEERING** 2017  
NIBM GREEN UNIVERSITY  
SRI LANKA  
GPA 4.0  
SUPER SIX SELECTED
- G.C.E. ADVANCED LEVEL** 2012  
COLLEGE  
SRILANKA  
ACCOUNTING : A  
ECON : B  
BUSINESS STUDIES : B
- G.C.E. ORDINARY LEVEL** 2007  
COLLEGE - SRI LANKA  
A3 B4 C2

## Experience

- PERSONAL ASSISTANT OF CEO** PRESENT  
SCHIC | HIDD
  - Preparing reports, managing documents, handling expense reports, and performing other clerical tasks.
  - Conducting research, gathering information, and preparing briefing materials for the employer.
  - Maintaining confidentiality and handling sensitive information with discretion.
  - Maintaining databases, iCloud, ECommerce website and filling system.
  - Running personal errands.
  - Handling sample work procedures and dealing with vendors.
  - Effectively assist the marketing team.
- BACK-END-ACTIVATION AGENT (BACK OFFICE)** 2020-2021  
STC - WOEL WLL, JIDHAFA, SAUDI ARABIA
- WEBSITE / GRAPHIC ART - WORK DESIGNER** 2020-2019  
BOOKMART WLL, JIDHAFA, SAUDI ARABIA
- SALES EXECUTIVE** 2018-2020  
BOOKMART WLL, JIDHAFA, SAUDI ARABIA
- SOFTWARE DEVELOPER** 2014-2018  
NATIONAL INSTITUTE OF BUSINESS MANAGEMENT, SRILANKA
- FACTORY COMPLIANCE REPRESENTATIVE**  
ABURNET LANKA PVT LTD, SRILANKA
- DATA ENTRY OPERATOR**  
ABURNET LANKA PVT LTD, SRILANKA

## References

### Lakshman Thatuwalakanda

Logistic and warehouse manager  
SCHIC  
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