



Tharaka Padukka

Office Admin
Data Entry Operator

CONTACT ME

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Alkhail Gate phase2,
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- +971589038392
- Sri Lankan

EDUCATION

Bachelor of Business Management Degree

University of Sri Jayawardanapure Sri Lanka
External (Following)

Diploma In Journalism

University of Sri Jayawardanapure Sri Lanka
2020 - 2021

Microsoft Office Package

Institute of Colombo Information Technology
2011 - 2012

SKILLS

- Responsibility
- Customer Service
- Time management
- Communication Skills
- Flexibility

WORK EXPERIENCE

Office Administrator and News Presenter 2020 - 2022

TNL Radio Network I Bambalapitiya, Sri Lanka

- Supports company operations by maintaining office systems and supervising staff.
- I was responsible for selecting and reporting the latest information, that needs public attention in an unbiased manner. In my role as in the news team, I carried out my duty to report the latest and factually accurate information in current affairs.
- Welcoming visitors and directing them to the relevant office/personnel.
- Performing other relevant duties when needed.

Data Entry Operator 2016 - 2020

Orel IT Pvt Ltd I Maharagama, Sri Lanka

- Perform manual high-quality pixel perfect data annotation and classification on diverse large-scale visual data in tight deadlines, according to client requirements and instructions
- Input data and editing video clips as per the client requirement with maining the high quality.
- Complete the assigned task before the deadlines.
- Collaborated with respective project managers.

Data Entry Operator 2015 - 2016

Intelligent Image Management Lanka pvt ltd I Sri Lanka

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Scan documents and print files, when needed
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies

REFERENCES

Mrs. Nadeesha Dillimuni

Guest Relations Supervisor
Dubai International Hotel

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Mrs. Harshani Nilushika

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