



B. KOGILAWANE



CONTACT



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Address

606, Damas Gold Building,
Al Nadha, Sharjah



EDUCATION



2013 - 2018

BSc - Computer Science

GPA : 3.63/4.00



2013

NVQ Level 3

Computer
Application Assistant



LANGUAGE

- English
- Tamil
- Sinhala
- Malayalam



REFERENCE

**S. NAVEEN
PRASAATH**

Account Head
E - Retail Media
RITELO
Dubai
+971 54 441 2962

**S. KRISHANTHA
PRASATH**

Sales Executive
Monili Jewellers
FZCO
Dubai
+971 50 579 0870



PROFILE INFO

To use my skills and experience in order to achieve mutual growth, objectives, and goals set by the organization in a challenging environment



WORK EXPERIENCE



**Digital Transformation Analyst
INVORG**

2021 - 2022

- Training Period - 6 months with technical knowledge.
- Involved in the existing project to code, bugfix, implement & suggest new improvement ideas.
- Took leadership for a group of people & give them knowledge transfer about existing project processes.



**Administrator
HELLOBUY PVT LTD**

2019 - 2021

- Answering phone calls and calling customers and vendors to follow up on orders and deliveries.
- Create spreadsheets to track important customer information and orders.
- Sort and organize hard copies of paperwork after entering data electronically.
- Update customer information & verify outdated data and make necessary changes to records.
- Operate office equipment.



**Instructor/ Demonstrator
UNIVERSITY OF JAFFNA**

2018 - 2019



MY SKILLS & EXPERTISE

MS Word, Excel



MS Access, PowerPoint



Adobe Photoshop



Logo/ Poster Design



Canva



Quick Learner, Hard Worker



Time Management, Leadership



Problem Solving



Html/ CSS



JavaScript



Mssql



WordPress



Dynamics 365 CRM



Power BI



.Net , C#, React JS



Multitasking

