



## B. KOGILAWANEE



### CONTACT



#### Phone

+971 52 5747 504



#### Email

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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- Update customer information & verify outdated data and make necessary changes to records.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

