

CURRICULAM VITAE

PERSONAL DETAILS

Name : Dilranga Wickramasinghe
DOB : 21st August 1997
Address : 6C Medial Road, Ratmalana
Mobile : +971581980195 / +94771367776
Email : dillinidushan14@gmail.com
Nationality : Sri Lankan
Gender : Male



PERSONAL PROFILE

An ambitious and results-driven individual with strong leadership skills along with the ability to deal creatively and practically with any problems/issues and interact effectively with people of any background. Capable person who can be trusted to get any task done to a high standard. Always precise in completing tasks and, as a true professional I will always ensure that things are done exactly as they should be.

EDUCATION

2015	-	IATA Academy, Colombo Diploma in Airline Ticketing & Reservations
2014 December	-	Alethia International School, Colombo GCE (O/L)
English		B
Religion		B
History		B
Business Studies & Accounting		B
Art		C
ICT		C
Sinhala		C

Mathematics	S
Science	S

WORK EXPERIENCE

July 2021 to January 2022 – Skyrim Travels (Pvt) Ltd – Hotel Reservations and Visa Officer

Duties

- Arranging hotel reservations for travelers according to their tour plans
- Handle visa applications for Britain, US, Australia, New Zealand and Schengen countries
- Check documentation to ensure they comply with the requirements of respective countries
- Guide clients of procedures and help with visa interviews

January 2021 to July 2021 - Sirius Migration - Education Consultant

Duties

- Handle Student visas to Australia
- Check the suitable Universities according to the Student's field of study
- Guide clients of procedures and help them with student visa information and documentation

June 2018 to Sept 2020 - Classic Travel (Pvt) Ltd - Visa Officer

Duties

- Handle visa applications for Britain, US, Australia, New Zealand and Schengen countries
- Check documentation to ensure they comply with the requirements of respective countries
- Guide clients of procedures and help with visa interviews

May 2016 to May 2018 - George Steuart Travel (Pvt) Ltd - Travel Assistant

Duties

- Handle all aspects of visa applications for many countries as required by clients
- Check and verify for authenticity of documents required by the respective country
- Help clients with advice and guidance for successful applications

KEY SKILLS AND COMPETENCIES

- Focused, hard working.
- Possess full driving license

- Fluent in English language
- Willing to travel and work overnight at short notice to get a job done.
- Excellent communication skills & able to get along with people from all backgrounds.
- Determined by nature and never giving up on a job before it is fully done.

EXTRA-CURRICULAR EXPERIENCE & ACHIEVEMENTS

Active member of the Alethea International School Badminton Team (From 2011 – 2013) and won the following Championships.

- SLA Rathnayake Memorial All Island Badminton Tournament, Under 16- Champions (2011)
- Inter International Schools Badminton Tournament Under 17– 2nd Place (2011)
- Inter International Schools Badminton Tournament Under 17– 2nd Place (2012)
- International Schools Badminton Tournament Under 15 – 2nd Runners up (2011)

REFEREES

- **Ms Nihara Karim**
Manager
Classic Travel (Pvt) Ltd
379/4 Galle Road
Colombo 3
0773 237022
- **Ms Shehanza Fahim**
Senior Manager
George Steuart (Pvt) Ltd
439 Galle Road
Colombo 3
0722 225929