

## Email

inojhettiarachchi@gmail.com

## Address

11 Kandawala Mawatha Ratmalana,  
Colombo

## Phone

+94 77 495 9875

## Date of birth

Nov 10, 2002

## Nationality

SRI LANKAN

## Link

www.linkedin.com/in/inojh



## Skills

Teamwork

Problem-Solving

Sales

Customer service

Handling conflict

Negotiating

Growth Mindset

Knowledge Absorption

Self Reflection



## Languages

### English

Advanced

### Sinhala

Native

## References

- Mr P.W.S Nirosh  
Proprietor- Manahara Holdings  
+94 77 732 0909
- Dr Utpala Indrawamsa  
Chairman - SPMC Colombo  
+94 71 447 0987

# INOJ HETTIARACHCHI - N8892137

To be the smartest worker in the workplace helping both my team and company to be productive and efficient with utilising myself to the utmost capacity.



## Work Experience

Customer Relations Executive at Giqa Foods Pvt Ltd ( Dec 2021 - Current)

Sales Associate at Manahara Holdings ( Nov 2020 - Nov 2021)

- Handling Customer Inquiries
- Handling deliveries
- Closing Deals
- Managing / Placing Orders
- Writing Up reports and presentations using MS office
- Drafting Documents
- Data Entry
- Managing Front Office

## Education and Co-Curricular

### Alethea International School

Passed G.C.E Ordinary Level Examination- 2018 Colombo

2007 - 2020

English	- A
Maths	- B
Commerce	- B
ICT	- B
Religion	- B
Sinhala	- C
History	- C
English Literature	- C
Science	- S

- Prefect | (2016-2018)
- Senior Prefect | (2018- 2020)
- Games Secretary | (2019-2020)
- Editor and Board Member of Interact Club | (2016-2018)
- Sinhala Debating Team | (2017-2020)
- Captain of Sinhala Debating Team | (2019-2020)
- School Debating Captain of Youth Parliament | (2019-2020)
- Vice President of Buddhist Society | (2018-2020)
- Vice President of Sinhala Literary Association | (2018-2019)
- Secretary of Active Citizens Club | (2019-2020)

## Self Taught

G.C.E Advanced Level Examination- 2021

2020 - 2022

English - Pending Results  
Business Studies - Pending Results  
Accounting - Pending Results  
Political Science - Pending Results

## Computer Skills

Adobe Photoshop  
Microsoft Office  
Vidoe Editing  
Audio Managing and Editing

**I HEREBY CERTIFY THAT ALL MENTIONED INFORMATION ARE TRUE AND ACCURATE  
TO THE BEST OF MY KNOWLEDGE**

