



Ravindu Inoksha Opatha

An adaptable, compassionate and dedicated fresher looking for an organization that offers constructive and challenging work place, with the opportunity to learn, and grow within the environment. A well-grounded team player with strong communication and interpersonal skills

PROFESSIONAL SUMMARY

I am an experienced professional of 3 years data entry operator background. Seeking an opportunity to use my background in data analyzing, typing skills and mastering my knowledge throughout the process I gain from my experience. Also a team player with management skills, working under pressure in any kind of situations and self-motivated.

WORK EXPERIENCE

**Intelligent Image Management Lanka
(November 2019 – March 2022)**

Designation - Data Entry Operator
<https://www.iimdirect.com/>

A Data Entry Operator compiles and verifies data to ensure accuracy while appropriately formatting it. This includes preparing documents for entry and transcribing from paper formats into computer files using an employer website.

EDUCATIONAL QUALIFICATIONS

G.C.E O/L 2015

Passed with 2Bs, 3Cs and 2S including **(B) for English**

G.C.E A/L 2018

Passed in Technology Stream with **(B) for English**

NON-RELATED REFERESES

Mr. Anjana Wickramatunge
Associate Vice President
V S & B Containers Group
Contact No: +971 566240306
Email: anjana@vsnb.com

Mr. Gayan Weerakkody
Assistant Manager
Kanoos Group
Contact No: +971 566556521
Email: gayan.lanka@kanooshipping.com

Phone Number:

+971 56 773 1406

E-mail:

ravinduinoksha@gmail.com

Current Address:

Al Furjan, Jabel Ali, Dubai

Date of Birth:

07th November 1999

Civil Status: Single

Nationality: Sri Lankan

SKILLS & COMPETENCIES

- Time Management
- Adaptability & Flexibility
- Commitment to Excellence
- Creativity
- Proficient in Word
- Positivity & Focus
- Team Player
- Quick Learner
- Commitment for work

LANGUAGES

English (Fluent)
Sinhala (Fluent)