



CONTACT

☎ 0701171696

✉ dilmiwijenayaka444@gmail.com

📍 No. 63/1, Beruwewela,
Hakama.

PERSONAL DETAILS

- Initials : D.M.Wijenayaka
- DOB : 05th of March 2001
- Gender : Female
- Civil Status : Unmarried
- Nationality : Sri Lankan

SKILLS

- Communication skill
- Leadership
- Time-Management
- Problem-Solving
- Teamwork
- Adaptability
- Able to work under pressure
- Computer Literacy

LANGUAGES

- Sinhala
- English

EXTRA-CURRICULAR ACTIVITIES

- Member of college Information system society.
- Member of college prefect board.

DILMI WIJENAYAKA

ABOUT ME

Highly organized and detail-oriented professional with a strong background in administrative support and project management, seeking to leverage my expertise in office operations, team coordination, and data analysis to contribute to the efficiency and success of a dynamic organization. Committed to streamlining processes, enhancing communication, and providing exceptional support to senior management and project teams.

EDUCATIONAL QUALIFICATIONS

- **Undergraduate of SLTC Research University**
- **G C E Advanced Level Examination** **2022**
H/Ruhunu Vijayaba National Collage –Beliatta
 - Passed with C – 1, S-2 passes in Bio Stream
- **G C E Ordinary Level Examination** **2017**
H/Ruhunu Vijayaba National Collage –Beliatta
 - Passed with A – 6, B – 2, C – 1 pass.

ACHIEVEMENTS

- Certificates for school education software group provincial competition conducted by the Ministry of Education.
- Certificates for school education software student provincial competition conducted by the Ministry of Education.

OTHER QUALIFICATIONS

- Successfully completed a Diploma in Information Technology at Infor Tec International.
- Completed a Diploma in Tamil Language.
- Completed a Diploma in English at American College.

REFERENCES

MR.Dinith Primal

Lecturer
Faculty of Computing & IT
SLTC Research University
076-675720

I do hereby certify that the above particulars furnished by me are true and accurate to the best of my knowledge.

Dilmi Wijenayaka