



ASHEN WIJESINGHE

PROFILE

A Bright, talented, ambitious and self – motivated person with a strong theoretical background, who possesses discipline and ability to work with a minimum supervision. Possessing a good team spirit and a quick learner who can absorb new ideas with ability to communicate clearly and effectively.

EXPERIENCE

Account Assistant

Abans PLC

- Managing basic office administrative tasks including filing, printing, reporting and emailing
- Maintaining bookkeeping and office accounting needs
- Ensuring all payments amounts & records are accurate
- Invoice processing and filing

Coordinator

Pan Asia Banking Corporation

- Promote and handle all documentation parts of the "Sammana " loan facility

PROFESSIONAL EDUCATION

Currently Following Computing And Software Engineering Degree

ICBT Campus

Certificate in Microsoft office package

ACADEMIC EDUCATION

Passed G.C.E. Ordinary Level Examination - 2016

Lalith Athulathmudali College

Buddhist	A
Commerce	A
Health	A
History	B
Sinhala	B
English	B
Mathematics	C
Science	S
Art	S

Passed G.C.E. Advanced Level Examination - 2019

Lalith Athulathmudali College

Accounting	S
Business Studies	S
Economics	S
English	C

I hereby certify that all the information recorded above is true up to my Knowledge & I should be held responsible in any case of incorrectness of the provide information.

CONTACT

☎ +94 72 206 1858

📍 204/2/2 Temple Road, Hirana,
Panadura

✉ ashendulaksha00@gmail.com

PERSONAL

- Ashen Dulaksha Wijesinghe
- Birthday : 6th of December 2000
- Gender : Male
- Martial Status : Single
- Nationality : Sri Lankan

LANGUAGES

English



Sinhala



KEY SKILLS

- knowledge of IT including Microsoft Office - Word, Excel.
- The ability to perform under pressure and deliver to challenging timescale

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Signature

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Date