



CONTACT

☎ 0713138091

✉ hansaniSaumya23@gmail.com

📍 No. 442/2/2 Ihala Biya
nawila, Kadawatha.

PERSONAL DETAILS

- Initials : R.A.HansaniSaumya
- DOB : 24th of January 2003
- 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.

Rupasinha Arachchige Hansani Saumya

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
Vishaka Balika Vidyalaya, Makola
 - Passed in Bio Stream
- G C E Ordinary Level Examination 2018
Vishaka Balika Vidyalaya, Makola

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 University of Kelaniya (2023)
- Completed a Diploma in English Language (E-Soft Metro College-2023)

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.

Hansani Saumya.