

TA

Thesandee Sadevnee Amarasinghe

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Experience

March 2022 – April 2023

Data Processing Assistant

Prestige International Logistics (PVT) LTD Colombo, Sri Lanka

- Troubleshoot technical issues related to computer systems, hardware, and software during data processing tasks.
- Compiled data from sources and organized for manual or automated upload.
- Maintained databases with current and accurate information.
- Verified data accuracy and completeness by running validation queries.
- Minimized data loss risks by backing up completed work daily.

Professional Summary

My proficiency in database administration and problem-solving allowed me to improve data accuracy and reduce loss risks at Prestige International Logistics. I effectively tackled complicated data challenges by using SQL processing and my acute attention to detail, proving my dedication to upholding perfect data integrity and advancing corporate objectives. A trustworthy worker looking for a chance to grow professionally and help the business succeed. Regarded as diligent, moral, and meticulous. Willing to accept any challenge in order to assist the team and ensure the success of the company. I am a postgraduate student in Information Technology Solutions program at Humber College, seeking a job opportunity to apply my skills and gain experience.

Education

December 2018

GCE Ordinary Level (O/L)

A.I.S Negombo, Sri Lanka

January 2022

GCE Advanced Level (A/L)

St. Peters College, Kurana, Sri Lanka

March 2024

OTHM Level 4, 5 and 6 – IT

Metropolitan College, Sri Lanka

Skills

Data review and verification

Attention to detail

Communication skills

Problem Solving

Report writing

Error Checking

Awards

Engaging actively in the vibrant realm of Sri Lankan performing arts, I have proudly achieved the prestigious title of Island First in both drama and poetry through my participation in various competitions. My commitment to excellence extends to successfully completing LAMDA exams, earning recognition through several awards. Furthermore, my passion for the arts has found expression in the competitive arena of drama and poetry at AIS Negombo, where I have not only participated but also emerged victorious on multiple occasions. These experiences have not only honed my skills but also underscored my dedication to the craft of performing arts.

Language

English Proficient (C2)