ROSHEN SHANILKA

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PROFILE

I am self-motivated, energetic, flexible person and always willing to do continuous learning. I want to work in an organization that creates change and that makes a positive impact in the society. Toutilize the knowledge, understanding and experience gained, throughout my career and during my professional studies to make a significant contribution to an organization's growth and excellence

WORK EXPERIENCE

IT Coordinator - St. Nicholas' International College l Negombo, Sri Lanka.   **OCT 2024 - Presant**

- Manage and maintain school IT infrastructure including computers, networks, servers, and smart classroom systems.
- Provide technical support to teachers, staff, and students for hardware, software, and connectivity issues.
- Coordinate installation, updates, and troubleshooting of educational software and learning platforms.
- Ensure data security, backups, and proper use of school IT resources.
- Oversee computer labs, CCTV systems, printers, and audio-visual equipment.
- Train staff on effective use of technology in teaching and administration.
- Liaise with vendors and service providers for IT equipment and maintenance.
- Support online learning, digital exams, and school management systems.
- Maintain IT documentation, inventory, and usage policies.

Graphic Designer (Photoshop & Illustrator) – Souvenir Books & Advertisements   **OCT 2024 - Presant**

- Designed souvenir books, event magazines, and school publications using Adobe Photoshop and Illustrator.
- Created advertisements, posters, banners, and social media graphics for promotions and events.
- Developed page layouts, covers, and branding elements with strong visual identity.
- Worked closely with staff and event teams to meet design requirements and deadlines.
- Prepared print-ready files and ensured high-quality output for offset and digital printing.
- Edited photos and illustrations for professional publication standards.

Hardware Technician - Nawaloka Hospital l Sri Lanka   **2021 - 2023**

- Installed, tested, troubleshot, and repaired computers and associated equipment.
- Supported computer networks, computer architecture, computer configuration, hardware upgrades, printer repair/maintenance, and computer networking. Maintained an inventory database of company technical equipment.
- Installed and set up new systems. Installed wireless and standard networks.

CCTV Technician - Nawaloka Hospital l Sri Lanka / MicroTech Computers l Sri Lanka   **2021 - 2023**

- Installed CCTV surveillance equipment Properly installed coaxial and Cat 5E cables while
- using conduit and other wiring tools.
- Several years of experience in Security / Surveillance Cameras / CCTV & DVR maintenance.
- Configured router port forwarding for remote connection to the camera system.Security
- Cameras (CCTV) and analytical video surveillance verification.
- Mounted and installed CCTV power distribution box.
- Install hardwire and wireless camera systems.

Computer and Laptop Hadware Technician - MicroTech Computers l Sri Lanka   **2019 - 2021**

- Diagnose and Replicate Laptop Issues Replace hardware including Hard Drives, Logic Boards, Optical Drives, and LCD Monitors Troubleshoot, and isolate.
- Laptop hardware and software repair. Replaced hard drives, memory boards, LCD displays, Motherboard,Keyboard, CD ROM drives and system boards, Used a microscope to inspect, replace and solder surface mount.
- Repair on out-of-warranty laptops for general end consumers.
- Responsible for troubleshooting and replacing all components to laptops Capacitor.
- Manage repair, installation, and maintenance of computers and laptops.

EDUCATION

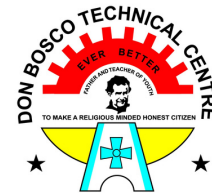**High School Diploma - Harishchandra National College l Sri Lanka**   **2017 - 2018**

I successful completed the G.C.E O/Ls passing the nine subjects. including science , Mathematics, English, Media and many more.

National Certificate for Information & Communication Technology NVQ LEVEL 3 & 4 - Don Bosco Technical Center l Negombo, Sri Lanka   **2019 - 2020**

- Covered core areas: computer hardware, software, networking, databases, and office applications.
- Gained practical skills in IT support, system maintenance, and user assistance.
- Trained in workplace IT standards and problem-solving techniques.
- Application Install, configure, test, diagnose, and fix hardware as well as support and manage computer and laptop systems.
- To work as a Hardware Technician, one must have training, experience, or a formal degree in information technology.

ADDITIONAL INFORMATION

Technical Skills:
- Operating Systems: Windows All the Versions.
- Hardware: PC assembly, troubleshooting, maintenance.
- Networking: LAN/WAN setup, Wi-Fi configuration, router & switch basics.
- Software: Microsoft Office (Word, Excel, PowerPoint), Google Workspace.
- Design Tools: Adobe Photoshop, Adobe Illustrator.
- IT Support: User support, system updates, backups, antivirus & security.
- Educational Technology: Smart boards, projectors, online learning platforms.
- Printing & Publishing: Print layout, color correction, print-ready files.
- CCTV & AV Systems: Basic installation and maintenance.
- Cloud & Data: File management, data backup, and recovery.

Languages:
- English
- Sinhala

Certifications:
- National Certificate in Information & Communication Technology (ICT) NVQ Level 3 & Level 4 (Dip)

REFERENCES

Rev. Fr. Anthony Lakshman
Rector/Principal - St. Nicholas' International College l Negombo, Sri Lanka.
P : +94 71 354 75 23 / +94 76 099 03 10

R. A. Wasantha
Network Administrator Nawaloka Hospital l Sri Lanka
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