

NAVEEN JAYARATHNE

System Administrator

CONTACT

- +9470-111-4539
- Naveenjayarathne200126@gmail.com
- 87/3B Hokandara, North
- www.linkedin.com/in/naveenjayarathne-65636616a/

EDUCATION

ESOFT METRO CAMPUS 2022-2026

- Undergraduate BIT (Hon's) software engineer

MALABE BOYS SCHOOL 2018-2020

- Advanced Level Examination (Technology stream)

KOTTAWA NORTH DHARMAPALA 2017

- Ordinary Level Examination

EXPERTISE

- System troubleshooting and optimization
- MySQL database management
- IT infrastructure support and enhancement
- Excel-based data analysis and reporting
- User support and technical issue resolution

LANGUAGES

- English: Fluent
- Sinhala: Fluent

PROFILE SUMMARY

System Administrator with 1.5 years of experience in database management using MySQL and proficiency in MS Office and Excel for data analysis and reporting. Skilled in system administration, troubleshooting, and IT support. Strong expertise in maintaining system security and optimizing database performance. Currently pursuing a BIT (Hons) in Software Engineering, with a problem-solving mindset and the ability to work efficiently in dynamic environments.

WORK EXPERIENCE

Sanje Lanja PVT (LTD) Malabe

Data Entry Operator

2022 FEB - 2022-OCT

- I have 6 months of experience as a Data Entry Operator, focusing on accurate data input and maintaining data integrity.

Tech One Global. Arangala

2023 OCT- PRESENT

System Administrator

- System Administrator with 1.5 years of experience in MySQL database management and advanced proficiency in MS Excel for data analysis and reporting. Skilled in IT support, troubleshooting, and system security. Currently pursuing a BIT (Hons) in Software Engineering, with strong problem-solving skills and the ability to thrive in fast-paced environments.

PROJECT

Projects I have done.

Pharmacy Items Web Site - HTML/CSS

- I developed a Pharmacy Items website using HTML and CSS. The site features a user-friendly interface that allows users to browse and purchase pharmaceutical products easily. It includes organized product categories and a visually appealing design to enhance the shopping experience.