



# GAWESHA PRABHASHWARA

Coordinator / Administrator

A dedicated professional with experience in technology, administration, and coordination. Skilled in streamlining processes, enhancing productivity, and ensuring smooth operations across various platforms. Demonstrates strong organizational abilities and a keen eye for detail, with a proven track record in both technological and administrative roles. Seeking opportunities to leverage these skills in a dynamic environment.

## RELEVANT SKILLS

- Organizational Skills
- Communication Skills
- Leadership Skills
- Problem-Solving Skills
- Technical Skills
- Project Management Skills
- Customer Service Skills

## LANGUAGE

- Advanced English

## CONTACT

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PassionSiri Condominium 1,  
1/26, Mueang Nakhon Si  
thammarat District, Nakhon Si  
thammarat, 80000

## REFERENCE

### Doc. S. M. Kamal Abeywardhana

UNA Assistant Secretary Member  
International Human Rights Commission  
Member  
Stichting Mission Lanka Nederland - Sri  
Lanka County Coordinator  
+94 71 830 0886  
Kamalabeywardhana@gmail.com

## EDUCATION

### BSc (Hons) in Computing

London Metropolitan University (UK) - 2022 - 2026

## WORK EXPERIENCE

### ESOFT Metro Campus

January 2022 - January 2024 ( 2 Years )

#### The Branch Coordinator

- Enroll new students and arrange placement test
- Update the system with payment information
- Transferring the money and submitting the monthly reports
- Manage the call center
- Submitting the daily reports
- Technical support

### British Way English Academy

December 2020 - December 2021 ( 1 Year )

#### The Branch Coordinator

- Administration and Operations
- Student Services
- Staff Coordination
- Event Management
- Financial Management
- Quality Assurance and Reporting
- Student Recruitment and Retention

### Ms. D. M. Manjula Dissanayake

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