

GAWESHA PRABHASHWARA



PROFILE

A self-motivated individual who has a passion for technology and currently studying for the Bachelor of Science in Computing and Seeking a role to continue a keen interest work experience in the company. Eventual career goal is to become a fully qualified person with a long-term aim of joining the company.

CONTACT



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SOFT SKILLS

- Integrity
- Dependability
- Effective communication
- Open-mindedness
- Teamwork
- Creativity
- Problem-Solving
- Critical thinking
- Adaptability
- Organization
- Willingness to learn
- Empathy

PROFESSIONAL CERTIFICATION

BSc (Hons) in Computing

London Metropolitan University (UK)
(I am currently following this qualification)

Two Diplomas in English Language

British Way English Academy | Head Office | 2021 & Ratnapura
Branch | Sri Lanka | 2018

Bridging Certificate for ICT

Sri Lanka Technological Campus | Sri Lanka | 2022

Certificate in Graphic Design

Computer Resource Center | R/Kuruwita Central College (National
School) | Sri Lanka | 2018

Professional Level Certification Course of Front Office

Sri Lanka Institute of Tourism and Hotel Management | Head Office
| Colombo | Sri Lanka | 2022

EDUCATION & QUALIFICATION

GCE A-Level | R/Kuruwita Central College (National School) | Sri Lanka | 2020

ICT (S), ET (S), SFT (C), English (C), Common General Test
(042)

Leadership and Team Building Programme

Commando Regiment Training School | Sri Lanka | 2022

40 Day Residential English-Speaking Camp

British Way English Academy | Head Office | Sri Lanka | 2021

Shaolin Kung-fu Advanced Training

Sri Lanka Shaolin Kung-fu School | Sri Lanka | 2017 – Present

PROFESSIONAL SKILLS

- Excellent leadership skills which were demonstrated when I was the Deputy Head Prefect of the School.
- Fully proficient in Microsoft Office, include Word, Excel and Power Point.
- Excellent public relations skill, communication and interpersonal skills.
- Generate happiness, cheerfulness and positive thoughts in any situation.
- Proficient in HTML coding
- Thorough understanding of Social Media
- Proficient in Adobe Photoshop
- Fully proficient in Computer Hardware's.
- Advanced computer knowledge includes Software's, Drivers and Fixing Problems.
- The ability to communicate and interact with other ICT users through the use of internet and emails.
- Using appropriate software to solve a problem or to communicate an idea more clearly.

INTERESTS

- Learn ICT related things
- Training Martial Arts (Kung-fu)
- Social services
- Playing Computer Games
- Watching English Movies & TV Series
- Technology Related Activities

Deputy Head Prefect of the School

R/Kuruwita Central College (National School) | Sri Lanka
| 2019 - 2020

WORK EXPERIENCE

ESOFT Metro Campus

January 2022 - January 2024 (2 Years)

The Branch Coordinator

Key Responsibilities

- 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

Key Responsibilities

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

Direct Shipping through the online flat-form

December 2020 - January 2023

Key Responsibilities

- Do wide research before list a product
- Manage social media flat-forms
- Product inventory manage