

# SAHAN VISHWA



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svishwao800



120 / 6 Thittapajjala, Werellagama.

## SUMMARY

Detail-oriented fresh IT Technician with 6 months of Intern experience at Kandy District Secretariat. Proficient in MS Office tasks, including letter creation and Excel work. Skilled at troubleshooting OS-related issues.

## EDUCATION

### St. Anthony's College - Kandy

- Passed GCE O/L 2020
- GCE A/L - 2023(2024)
  - Information Communication Technology - A
  - Accounting - A
  - Economics - B

## SKILLS

- MS-Office Suite
- Operating Systems & Troubleshooting
- Data Entry
- Communication
- Problem Solving
- Teamwork
- Creative workings (Photoshop/ Canva )

## CERTIFICATIONS

- National Certificate - ICT Technician (NVQ4) - College of Technology - Kandy.
- Currently following NDIT (NVQ5) (Expect to end in 2025 Aug.)

## PERSONAL INFORMATION

- Name with initials : R.A.S.V.Perera
- Date of Birth : 2004 12 07
- Age : 19
- Gender : Male
- Nationality : Sri Lankan
- NIC : 200434200467

## PROFESSIONAL EXPERIENCE

### IT Technician - Internship

Kandy District Secretariat | 2022 - (6 month)

- Assisted with MS Office tasks, including creating letters and working with Excel.
- Troubleshot operating system-related issues for workers.

I hereby state that all the information mentioned above I accurate to the best of my beliefs and I take full responsibility for the correctness of the information.

Sahan Vishwa.