



SUMMARY

Motivated and adaptable professional eager to launch a career in the Programming industry. Recent internship experience in HR and Admins. Strong communication, teamwork, and problem-solving skills. Ready to contribute enthusiasm, fresh ideas, and a willingness to learn in a dynamic work environment.

EDUCATION

Gothami Balika Vidyalaya, Colombo

G.C.E A/L - 2022
Index no. - 2070499

Vidura College, Colombo

G.C.E. O/L - 2019
Index no. - 90339142

SOFT SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously.

TECHNICAL SKILLS

- HTML
- CSS
- JS
- Python
- C
- Bootstrap
- MS Office

PROFESSIONAL EXPERIENCE

HR and Admin Intern

Incubate Labs Company | Nov. 2023 - Jan. 2024

- Supported HR department's talent acquisition efforts through application review and data entry.
- Screened and pre-interviewed candidates referred for hiring consideration.
- Improved employee engagement by planning employee events.
- Scheduled interviews between potential candidates and management teams.
- Managed recruitment by posting positions.

CERTIFICATIONS

- Udemy - Web Development by Angela Yu. (Ongoing)
- Udemy - Java script for beginners. (Ongoing)
- Free Code Camp - Responsive Web Designing.
- Front-end Web Development Bootcamp by DevTown.

HOBBIES

- Dance
- Coding
- GYM
- Singing
- Chess

LANGUAGES

- Sinhala [Native]
- English [Fluent]
- Hindi [Conversational]