

Sudusinghe Thisura Nipun Dharmendra Dharmakeerthi

Email: imthisuranipun@gmail.com | Phone: +94704239099

Location: Matara, Sri Lanka

IT Support & Technical Operations Professional

Professional Summary

Adaptable and detail-oriented professional with over 5 years of experience in managing technical operations, documentation systems, and process coordination. Currently pursuing a Higher National Diploma in Software Engineering, developing skills in programming, databases, and IT systems. Skilled in data management, report preparation, troubleshooting, and workflow optimization. Proven ability to learn new technologies quickly, work effectively in cross-functional teams, and deliver high-quality results under deadlines.

Core Skills

- Technical: Microsoft Office Suite, Data Entry & Reporting, Database Management, Basic Networking, IT Troubleshooting, Email & Communication Systems, Cloud Tools (Google Drive, OneDrive)
- Software Development: Basic Programming (Java, PHP), MySQL Databases, Web Development Fundamentals
- Soft Skills: Problem Solving, Team Coordination, Communication, Time Management, Attention to Detail

- Other: Inventory & Resource Tracking, Workflow Optimization, Digital Documentation

Professional Experience

Assistant Engineer / Technical Coordinator | Nipuna Construction (Pvt) Ltd. | May 2023 – May 2025

- Managed and maintained detailed project documentation and digital records, ensuring data accuracy and accessibility.
- Prepared reports and technical summaries for management using digital tools and spreadsheets.
- Monitored inventory and resource usage, applying digital tracking methods to reduce waste.
- Coordinated with multiple teams to ensure smooth communication and on-time task completion.

Assistant Engineer | Darinton Construction (Pvt) Ltd. | Jun 2022 – May 2023

- Created and maintained structured digital files for project workflows and reports.
- Used spreadsheets and data systems to track progress, budgets, and resource allocation.
- Ensured accurate and timely reporting to management, aiding in data-driven decision-making.

Assistant Engineer | Sierra Construction (Pvt) Ltd. | Mar 2021 – Jun 2022

- Oversaw documentation, database updates, and system-generated reporting for project tracking.
- Coordinated information flow between internal teams and external contractors.

- Assisted in monitoring stock levels and resource availability through system logs.

Supervisor | Sierra Construction (Pvt) Ltd. | Oct 2020 – Mar 2021

- Supervised and recorded daily operational data using Excel and internal systems.
- Provided structured reports for management review.

Intern – Engineering Assistant | Darinton Construction (Pvt) Ltd. | Mar 2020 – Oct 2020

- Assisted with data entry, project scheduling, and report preparation.
- Learned and applied industry-standard documentation and technical reporting methods.

Education

- Higher National Diploma in Software Engineering (In Progress) | International College of Business and Technology (ICBT) | 2024 – Present
- Higher National Diploma in Civil Engineering | International College of Business and Technology (ICBT) | 2018 – 2020

Technical Competencies

- Microsoft Office (Advanced Excel, Word, PowerPoint)
- Basic Programming (Java, PHP)
- Database Management (MySQL)
- Web Development (HTML, CSS, Bootstrap)
- Basic Networking & Troubleshooting
- Email Systems (Outlook, Gmail, Webmail)

- File Management & Cloud Tools (Google Drive, OneDrive)

Personal Information

- Date of Birth: 28 March 1997
- Nationality: Sri Lankan
- Civil Status: Unmarried