



# VIMUKTHI RUPASINGHE

## Technical Officer

FOLLOWING A CHALLENGING CAREER IN AN ORGANIZATION WHEN I CAN CONTRIBUTE TO THE GROWTH OF THE ORGANIZATION WITH MY SKILLS & COMPETENCIES.

## Contact

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350/1 a School lane,  
Kalapaluwawa, Rajagiriya

### Website

[designwithvimukthi.epizy.com](http://designwithvimukthi.epizy.com)

## Education

2022

Following HND in software  
Engineering at ESOFT Campus

## Expertise

- Computer Hardware
- Troubleshooting
- Networking
- Web Development / Designing
- MS Office Packages
- Google G suite Packages
- Adobe Photoshop
- Adobe Illustrator

## Language

English

## Experience

### ○ 2015 - 2016

De Anjelo PVT LTD - Chamathka Juwellers

#### Stock Controller

- Update the data base system
- Preparing the stock reports
- Billing the orders
- Counting the physical stocks and update the reports

### ○ 2016 - 2018

De Anjelo PVT LTD - Super C mini Supermarkets

#### System Administrator

- System - myPOS
- Add GRN / GTN / Transfers through the system
- Seeking new products and suppliers
- Generating the month end reports and sales reports
- Physical stock verifications

### ○ 2018 - 2023

Postgraduate Institute of Medicine, University of Colombo

#### Management Assistant

- Handling all works pertaining to the MD Surgery training programme
- Arrange monthly meetings (Physical and Virtual)
- Arrange Allocation meeting to all trainee who have passed the Examination
- Handling over 200 + personal files of MD Surgery Trainees

### ○ 2023 - todate

Postgraduate Institute of Medicine, University of Colombo

#### Moodle Technical officer

- Maintenance of Moodle Learning Management System
- Creating and Updating the new course contents to the relevant courses
- Resolving the any access problems to Trainees / Trainers / Teachers
- Backup server data and keep system up to date