



Glen Alloy Perera

IT Student

Summary

Committed and organized IT student who is at the onset of his career with an objective of gaining theoretical as well as practical knowledge and experience in the field of Information Technology. Hardworking and passionate person who has completed a diploma in web engineering at **Esoft Metro Campus, Colombo, Sri Lanka**. Along with an attained set of Interpersonal skills such as effective communication, teamwork, leadership and customer service, a professional who has gained additional experience as an admin. assistant at Lashen Lanka Foreign Employment Agency, who could further add value, create better relationships and balance within a working environment. Further, an individual with an ultimate focus to strive towards own career advancement and professional growth while making a significant contribution to the development of the organization.

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Wekada, Panadura, Sri Lanka.

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Skills & Attributes

- **Computer Literacy** (Front end: Html, CSS, JavaScript / Back end: PHP, MySQL / Additional: MS office package, Outlook)
- **Multitasking** (prioritizing work efficiently and effectively while working under pressure. Able to go back and forth from one duty to another maintaining the expected quality of work.)
- **Attention to Detail** (completes a task while demonstrating a thorough concern for all the areas involved. Accurate as well as organized while being observant of the smallest detail.)
- **Flexibility** (Understanding of the need for flexibility in order to support last-minute demands and changes. Comfortable with changing environments and situations, ensuring ability to remain flexible and adaptable at all times.)
- **Customer Service** (Ability to listen, understand and direct people. Maintains a pleasant personality towards customers through emotional intelligence.)

Work Experience

Administrative Assistant.

May 2020 – Dec 2021

Lashen Lanka Foreign Employment Agency,
Pananura, Sri Lanka.

- Tasks

- Maintaining documents.
- Typing letters.
- Answering phone calls.
- Monitoring Attendance and Leave records.
- Scheduling appointments, interviews & meetings.
- Provide administrative support to other staff members.

Educational Qualifications

- **Diploma in Web Engineering.** Esoft Metro Campus, Sri Lanka. (2021 – 2022)
- **G.C.E. A/L Results in a Single Attempt.** KL/ Royal College Panadura, Sri Lanka. Accounting (S), Business Studies (C), Economics (S), General English (B). (2017)
- **G.C.E. O/L results.** KL/ Royal College Panadura, Sri Lanka. Buddhism (A), Business & Accounting Studies (A), Information & Com. Tech. (C), English Language (A), Science (C), Sinhala Language (A), History (A), Mathematics (S), Appreciation of English Literary Texts (S). (2014).

Extra-Curricular Activities & Achievements

- Senior School prefect. (2011,2012)
- Member of School Junior Western band.
- Active member of School Media Unit.
- President of School Buddhist Association. (2011, 2012)
- Treasurer of the School Commerce Society.

Referees

Mr. J. K. R. Silva
Chief Executive Officer
Lashen Lanka Foreign Employment Agency
161D, ½, Galle Road, Walana, Panadura,
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2 : 0772555061
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I hereby declare that all information written is true & correct to the best of knowledge and belief.