

# Omesh Menuka

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📍 12-91, A.Caka iela, Riga, Latvia 📅 1998-07-11 🚩 Sri Lankan 🔗 Single

## ABOUT ME

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I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

## WORK EXPERIENCE

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| <b>Production &amp; System Administrator, Delmo Chicken and Agro Pvt Ltd</b>   | 04/2021 – 02/2023<br>Waradala     |
| <ul style="list-style-type: none"><li>- Responsible for production documents archival.</li><li>- Responsible for update of consumable used in Production.</li><li>- Coordinating with other departments to ensure that the production runs smoothly from start to finish</li><li>- Support manufacturing activities including ERP implementation and maintenance.</li><li>- System Administrator</li></ul> |                                   |
| <b>Data Entry Operator, Star Clothing Company</b>  | 06/2020 – 02/2021<br>Divulapitiya |
| <ul style="list-style-type: none"><li>- Transferring data from paper formats into computer files or database systems</li><li>- Typing in data provided directly from Supervisors</li><li>- Creating spreadsheets with large numbers of figures without mistakes</li></ul>  |                                   |
| <b>Production Quality Checker, MAS Slimline</b>  | 11/2019 – 05/2020<br>Pannala      |
| <ul style="list-style-type: none"><li>- Approves finished products by confirming specifications; conducting visual and measurement tests; returning products for re-work; confirming re-work</li><li>- Keeps measurement equipment operating by following operating instructions; calling for repairs.</li><li>- Establishing quality standards for products a company produces</li></ul>                  |                                   |

## EDUCATION

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|---|------------------------|
| <b>Bcs of Information Systems, Riga Nordic University</b>                   | 2025<br>Riga           |
| <b>BSc of Computer systems, Riga Technical University</b><br>-from 2023     | 2023 – 06/2025<br>Riga |
| <b>Diploma in ICT, Nenasala Information Center</b><br>Passed with Grade "B" | 2019<br>Maradagahamula |

**Advance Level, C.W.W.Kannangara National College**  
Passed with 2 "C" And "S"  
Index Number: 5595916

2017  
Divulapitiya

**Ordinary Level, C.W.W.Kannangara National College**  
Passed with 5 "A", 2 "B" And 2 "C"  
Index Number: 087922

2014  
Divulapitiya

## LANGUAGES

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Sinhala • English • German • Italian

## SKILLS

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- Leadership
- Self-Organized
- Sound knowledge of MS Office Package
- Excellent Communication Skills
- Time Management

## ACHIEVEMENTS

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**First Place in Sociology Knowledge Measurement Competition,** 01/04/2012  
*Divulapitiya Educational Division*

**Third Place in Sociology Knowledge Measurement Competition.,** 01/05/2011  
*Minuwangoda Educational Zone*

**First Place in Sociology Knowledge Measurement Competition.,** 01/04/2011  
*Divulapitiya Educational Division*

## COURSES

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**Air Line Ticket and Reservation,** *International Airline Ticketing Academy* 01/2020

**A1 German Language,** *Goethe Institute* 04/2018

**German Basic Course,** *Regent Language International* 01/2018

**Italian Basic Course,** *Regent Language International* 01/2018