OSHADHA ARAVINDA

Software Engineering Student | Freelance Administrator

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📍 17C,Mudunkadawala,Siripura,Polonnaruwa, Sri Lanka

EDUCATION

L4 Diploma in Software EngineeringEsoft Metro Campus | Present

A/L
- Communication and Media Studies-C
- ICT-S
- Econimics-S

O/L
- 8/7

IT based 3 year cource

SKILLS

- Administrative Support: Data Entry, Document Formatting, File Management, Email Handling.
- Software Proficiency: Microsoft Office 365 (Word, Excel, PowerPoint), Google Workspace.
- Technical Skills: Web Development (HTML/CSS/jJava Script,Python,Mysql), PC Hardware Troubleshooting, Photo Editing and Python Programming.
- Soft Skills: Time Management, Problem Solving, Fast Typing, Attention to Detail.

LANGUAGE

English
Sinhala

PROFESSIONAL SUMMARY

A dedicated Software Engineering student at Esoft Metro Campus with a practical mindset and technical proficiency. Skilled in administrative document processing, data entry, and PC hardware troubleshooting. I combine my academic background in software with hands-on experience in handling office documentation to deliver accurate and timely results. Looking for freelance opportunities to leverage my IT and administrative skills.

WORK EXPERIENCE

Aug 2025- present
Freelancer Industries

Freelance Administrative SupportFreelancer.com

- Successfully managed document control tasks, ensuring 100% accuracy in data entry.
- Experimented with e-commerce website structures and product recommendation logic.
- Built prototype layouts for online stores focusing on mobile-responsive design.

Jul 2024 - 2025
Frontend and Backend Developers

AKAI CODEX

- Implemented responsive web designs ensuring compatibility across mobile, tablet, and desktop devices.
- Fixed front-end bugs and layout inconsistencies in existing websites.

INTERESTS

- Technology: Building Custom PCs, Smartphone Technology (Android/Pixel).
- Gaming: PC Gaming & Strategy.
- Creative: Astrophotography & Digital Imaging.