

RAVINDU DANTHANARAYANA

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SUMMARY

I am an undergraduate at SLIIT, pursuing a degree in Information Technology Specialized in Software Engineering . I have a strong foundation in web development, with experience in HTML, CSS, JavaScript, and WordPress. I am passionate about creating responsive, user-friendly websites and have developed several projects during my studies. Eager to gain hands-on experience.

EDUCATION

Sri Lanka Institute of Information Technology	Jul 2024 - Present
Undergraduate Student	
University of Kelaniya	Jun 2024 - Nov 2024
ERP Basics with SAP Course	
University of Moratuwa	Mar 2024 - Apr 2024
Python programming and Web design Course	
Dharmaraja College - Kandy	2010 - 2023
GCE(A/L) 2023 - Passed in Physical Science Stream	

CERTIFICATIONS

- Career Essentials in GitHub Professional Certificate
- CSS,SQL (Basic) - HackerRank
- Oracle Java Foundations
- JavaScript Foundations Professional Certificate by Mozilla
- AI/ML Engineer (Stage 2) - SLIIT

PROJECTS

Administrative Assistant, Arowwai Industries

- Managed executive calendars, schedule meetings, and coordinate travel arrangements.
- Maintained office supplies inventory and order supplies as needed, optimizing cost efficiency.
- Assisted in organizing company events, ensuring seamless execution.

Office Coordinator, Borcelle

- Provided administrative support to a team of 20+ employees, including calendar management, expense reporting, and meeting coordination.
- Acted as a liaison between departments, fostering effective communication and collaboration.
- Assisted in onboarding new employees, facilitating orientation sessions and ensuring compliance with company policies.

Internship, Salford & Co Corporation

- Supported senior executives with administrative tasks, including scheduling meetings, managing correspondence, and preparing reports.
- Assisted in the planning and execution of corporate events and client meetings, ensuring a high level of professionalism and attention to detail.

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SKILLS

Programming : Java, HTML, CSS, JavaScript, SQL, React.js

Technical/Programmic : Data structures and algorithms, UI/UX Design

Platforms/Tools : Windows, MacOS , Linux, VS code, Figma, IntelliJ IDEA

Languages : Sinhala, English

Interests : Chess

Social : Quick learning of new tools and technologies, Team Collaboration, Embracing challenges for growth, Respecting diverse perspectives

EXTRA - CURRICULAR ACTIVITIES

- IEEE Student Branch - Member - SLIIT
- Science society - President 22/23 - Dharmaraja College
- Amanuensis society - President 21/22 - Dharmaraja College
- Senior scout 22/23 - Dharmaraja College
- Senior prefect 22/23 - Dharmaraja College
- Chess team - Vice captain - Dharmaraja College

REFERENCE

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| • Office Suite software. | • Problem solving. |
| • Data entry. | • Customer service. |
| • Organizational and time management skills. | • Attention to details. |
| • Corporate communications. | • Fluent in English and Mandarin. |

i hereby certify that the information above is true and accurate to the best of my knowledge ..