SAHAN RASHMIKA

Junior Executive Insurance

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☎ 0778416809

NIC - 200013801658

DOB - 17th May 2000

⦿ Gampaha, Sri Lanka

PROFILE SUMMARY

Detail-oriented IT intern with a strong passion for data analytics and business analysis. Skilled in data collection, analysis, and visualization using tools such as Power BI, Excel, and SQL. Experienced in creating comprehensive reports, identifying trends, and providing actionable insights. Strong team player with excellent organizational and communication skills. Committed to continuous learning and improvement. Seeking a Business Analyst, Data Analytics internship to leverage analytical skills and contribute to data-driven decision-making and company growth

PROFESSIONAL EXPERIENCE

- Insurance Assistant (Casual Employee)

  Sri Lanka Insurance Corporation - Colombo Head Office

  Feb 2021 - Present

PROJECTS

- **Suraksha Project Team**

(Feb 2021 - Aug 2022)

Assisted in the successful implementation of the Suraksha project, providing administrative support, managing customer inquiries, and processing insurance documents.

- **Motor Business Retention Unit**

(Aug 2022 - Feb 2023)

Played a key role in customer retention initiatives by handling policy renewals and resolving client issues to ensure continuous business.

- **Medical Claims Department**

(Feb 2023 - Present)

Currently responsible for the efficient processing of medical insurance claims, ensuring compliance with regulations, and maintaining accurate documentation for claim settlements.

EDUCATION

- **Completed English course at the Institute of Human Resource Development**
  University of Colombo

Enhanced communication skills in both written and spoken English, focusing on business communication, presentations, and report writing.

- **Pursuing a Bachelor's Degree in Computer Science**
  Open University of Sri Lanka - (2021/22 - Present)

Gaining knowledge in programming, software development, and problem-solving, with an emphasis on applying technical skills in real-world scenarios.

- **Diploma in Information & Communication Technology**
  Nenasala ICET Training Center - (2023 - Ongoing)

Acquiring practical skills in IT, covering hardware, software, and networking essentials, along with proficiency in office software and basic coding.

- **G.C.E. Advanced Level - Physical Science Stream - 3S**

GM/Sanghabodhi M.M.V. , Nittambuwa - 2019

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SOFT SKILLS

- Adaptability
- Multitasking
- Punctuality

- Analytical Thinking
- Problem-Solving
- Friendly, Positive Attitude