**Nilantha**

[**Nilantha.366033@2freemail.com**](mailto:Nilantha.366033@2freemail.com)

**Career Objective :-** To become a reputed personality in a stimulating & challenging Work Environment.

**Strengths :-** Ability to learn new skills quickly and to adapt to different environments with confidence.

**:-** A co-operative and supportive team member, who enjoys in working with others to achieve common goals.

**:- A** polite & friendly personality with strong inter - personal skills and the ability to relate comfortably with people at all levels.

**SKILLS**

* Customer Service
* Relationship building
* Office administration
* Conflict resolution
* Attention to detail
* Excellent Communication and interpersonal skills
* Good IT knowledge
* Designing web banners, Visiting cards, Product packages, Brochures, Logos etc; using Adobe Photoshop /Illustrator.
* Basic Networking knowledge with computer Trouble shooting.
* Good experience with WINDOWS Operating Systems
* Hands-on experience with Web Designing

**WORKING EXPERIENCE**

* **Current Job**

**IT Technician/Sales coordinating – Adikaracargo.LLC, United Arab Emirates (From 31st March 2016)**

**Duties –**

**: -** Handling a huge network of customers within and out of UAE by emails

**: -** Developing and maintaining good working relationships with clients and team

Members

**: -** Providing quotations on client’s inquiries on shipments

**: -** Delivering good customer service by responding swiftly to queries and concerns

From clients and maintaining a continuity in business

**: -** Tracking updating in company website and

Email handling (Sales coordinating)

**: -** Web graphic designing (***Adobe Photoshop***)

**:** - Trouble shooting

* **Quality Assurance Auditor - INNODATA ISOGEN (From 20th January 2010 till 31st May 2010)**

**Duties**

**: -** Reporting to Assistant Quality Assurance Manager

* **Web Designer – Lankapuvath.lk, Thibirigasyaya (From 10th September 2010 till 30th September 2011)**

Reportingto IT Manager and Administrative officer

**Duties-**

**: -** UploadingJoomla content & developing.

: **-** Web graphic designing (Adobe Photoshop, Illustrator, Flash)

**: -** Video capturing, Video editing (Adobe premiere) & Video rendering.

**: -** Windows servers and network handling.

**: -** Error handling.

* **Web operator - Upali Newspapers Limited, Colombo – 13 (From 03rd October 2011 till 31th March 2016)**

Reporting to IT Manager

**Duties –**

**: -** Uploading The Island, Divaina & Navaliya web sites.

**: -** Web graphic designing **(Adobe Photoshop)**

**:** - Trouble shooting

**:** - Photo editing, Re-touching, Color balancing etc;

**EDUCATIONAL QUALIFICATIONS**

* Successfully completed the Course in Data Entry Operator at Langway Institute Colombo 04 – Sri Lanka.
* Successfully completed the Diploma in Desktop publishing and graphic designing at Vocational Training centre, Dehiwala – Sri Lanka.
* Successfully Completed the Course in Network Administration at Turnkey IT Training Centre – Sri Lanka.

**PERSONAL INFORMATION**

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I do hereby declare that all the particulars furnished above are true and correct to the best of my knowledge.

Date: