



Asela Rajakaruna

About Me

Plan the work, work on the plan.
Customer is the best person in my work place.
Get happy heart end of the day.

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 # 93/A/57, Asiri Wimana,
Kumbuka South, Gonapola,
(Horana)

 +94 776230770

Language

- Sinhala *****
- English ***
- Tamil **

Expertise

- Management Skills
- Creativity
- Negotiation & Critical Thinking
- Leadership
- Positive thinking
- Operational Leadership & Strategic Management
- People & Team Management
- Specific Soft Skills

Experience

- I have fifteen years Working experience as an Assistant Manager at Softlogic Information Technologies (Pvt.) Ltd.
- I have four & half years experience as a storekeeper. at Super Electricals (Pvt). Ltd, # 39, 1st Cross Street, Co-11.
 - warehouse control & handling inventory.
 - working with inventory systems & bin card systems.
 - working with store executives, & other staff.
 - Handling Purchasing process.
- I have four years experience as an Accounts Assistant. at Global Vinyl (Pvt.) Ltd, # 208, Sea Street, Colombo -11.
 - Invoicing & debtor controlling.
 - Petty cash handling.
 - Payroll handling.
- I have two years of experience as a manager at a Pepsi-Cola distribution company in Colombo-13,
 - Handling sales team for Sales target.
 - Handling Cash & bank Account.
- I have two years experience as a computer data entry operator.
 - MS Office. Sinhala & English Typesetting
- I worked as a private tuition teacher,
 - Teaching O/L Mathematics, Science, and Sinhala (2004 to 2012)

Education

- **G.C.E. (O/L)** 1995 53902785
- **G.C.E. (A/L)** 1998 6919871 (Commerce.)
- I followed Business Administration BSc Degree. (External), at University of Sri Jayewardenepura. (Two years.)
- Followed a Computer Hardware Course.

Non – Related Referees

01.
Kanishka Karunaratne
Vice President – Service Delivery
Gennext Pvt. Ltd.
#117, Inner Flower Rd,
Co-03.
0777312953

General Manager -
Softlogic Information
Technologies (Pvt) Ltd.

02.
Thisum Nusara Wijetunga,
Partner,
Golden Ocean Consultants.
#199/2, Papiliyana,
Boralesgamuwa.
Mobile, 0779149080,
0763685863