



CONTACT

☎ 071 109 3468

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📍 No.92, Ragala Bazaar
Halgranoya.

EDUCATION

2016-2021
S. THOMAS COLLAGE
BANDARAWELA

2022-2024
RAGALA HIGH SCHOOL

- ORDINARY LEVEL (2021)
- ADVANCE LEVEL (2024)
(COMMERCE)

SKILLS

- Public Relations
- Teamwork
- Leadership
- Communication
- Critical Thinking

LANGUAGES

- English (Basic)
- Tamil (Very Good)
- Sinhala (Basic)

DILUN SOLOMAN

EXPERIENCE

Payment Associate - Port City BPO | Present

- Process payment-related transactions accurately and efficiently.
- Handle customer inquiries and resolve payment issues professionally.
- Maintain high standards of accuracy, confidentiality, and compliance.
- Collaborate with team members to achieve operational targets and service quality.

Intern
World Vision Lanka – Lunugala & Meegahakiula Cluster Programme Office, Badulla | 3-Month Internship

- Assisted with administrative and project support activities.
- Maintained records, prepared documents, and supported office operations.
- Worked with staff on community development initiatives and reporting tasks.
- Developed professional communication, organizational, and teamwork skills.

SUMMARY

Skills & Leadership

- Customer service and business support experience.
- Strong teamwork and interpersonal communication skills.
- Leadership experience through school and church activities.
- Active involvement in the Ceylon Christian Youth Movement in various leadership and volunteer roles.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Eager to learn, adaptable, and committed to continuous professional development.

EDUCATION

• **ORDINARY LEVEL (O/L) QUALIFICATIONS**

• Christianity	:A	• ICT	:C
• English	:B	• Mathematics	:S
• Tamil	:B	• Science	:S
• Sinhala	:B	• Tamil Lit	:S
• History	:C		

• **ADVANCE LEVEL (A/L) QUALIFICATIONS**

Stream : Commerce

• Business	:S
• Accounts	:S

REFERENCE

T.Premakumar Manager food and beverage, Golf Club Nuwareliya, Srilanka	Rev. GODSON PRIEST, CHRIST CHURCH RAGALA. Nuwareliya.
Phone: 0777630706	Phone: 0776919665