



BINURA LAKSHITHA

PROFESSIONAL SUMMARY

A highly motivated and enthusiastic recent school leaver seeking an entry-level position where I can utilize my strong communication and interpersonal skills. I possess a proven ability to provide excellent customer service, gained through six months of experience as a Customer Service Assistant at Singer Finance PLC. I am eager to learn, adaptable to new environments, and committed to contributing positively to a team. I am proficient in ICT, MS office and passionate about what I do. I am eager to begin my career and contribute to a dynamic organization.

Email:

binuralakshithas@gmail.com

Phone:

072 177 1560

Address:

53A, Netalworth, Kobawaka, Govinna

SKILLS

ICT

Leadership

Teamwork

Effective Communication

Time Management

Creativity

Attention to Detail

Adaptability

Critical Thinking

EDUCATION

• Advanced Level 2023(2024) - Bulathsinhala Central College

Engineering Technology C

Information Communication Technology S

Science for Technology C

• G.C.E Ordinary Level (2020) - WP/Hr/Diwalakada K.V.

Mathematics	A	Science	C	English	C
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Agriculture and Food Technology	A	Civic Education	C	Sinhala	C
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Buddhism	B	Art	C	History	B
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WORK EXPERIENCE

• Customer service asistant (Singer finance PLC) 2024 August -2025 April

Performed file checking, document verification, and proper filing.

Updated and maintained Excel sheets with accurate data entry.

Handled clerical duties including typing, printing, scanning, and phone handling.

Organized office documents and maintained systematic record keeping.

Prepared letters, emails, and internal memos as required.

Assisted daily administrative tasks and supported office operations.

• Administration assistant(Green Earth Solutions PVT LTD) 2025 May - November

Handling the stock,Supervising the employees,Systems update,Cashier

REFERENCES

Mr. Gehan Madushan

IT Technician Dialog Axiata PLC

Tel: 077 733 8474

Mr.Narada Opanayake

Professional web and software developer

Tel: 077 228 7488