



THILINA THAKSHILA

Data Entry Operator

CONTACT

+94 76 281 2505

thakshilathilina5@gmail.com

399, Polhena,
Millewa, Moragahahena

SKILLS

- Sales Cordination
- Sap and MS Packages
- Report Preparation
- Relationship Management
- Invoice processing
- Deadline Management
- Customer handling
- Time Management
- Team collabaration
- Leadership
- Bussiness communication

LANGUAGE

- Sinhala
- English
- Tamil (Basic)

REFERENCES

Mr K.G.M Priyarathna
Raigam marketing Service
Senior executive
Phone: +94 74 406 1481

Mrs. K.P.T.N Priyarathna
K.G.R Distributor
Account Assistant
Phone: +94 76 757 6731

SUMMARY

Highly detail-oriented professional with management, sales coordination, accounting systems such as SAP and data management software like a ms excel. Skilled in process optimization, deadline driven environments, and cross-team collaboration. recognized for leadership, communication, and achievement in diverse extracurricular activities



WORK EXPERIENCE

Data Entry Operator

Raigam Marketing Service Ltd (Homagama , Sri Lanka)
Aug 2025 - Aug 2026

Raigam Marketing service (Pvt) Ltd is a susidiary of Raigam Group, This company is responsible for manufacturing , Foods item, Cosmatic and Furniture item

- Developed and maintained data entry format using MS Excel etc
- Make commission and bank final payment (Sales Rep. Area sales Managers , Regional managers and Sales Managers)
- Analysing Reconciled sales and sales variance and Final Qty reporting
- Managed Invoice , Market Return and Credit note using SAP
- 1 Year experience

Marketing Officer

Sejaya Micro Credit (Pvt) Ltd (Kesbewa , Sri Lanka)
Mar 2025 - July 2025

Sejaya Micro credit (Pvt) Ltd is a susidiary of Gojo & Company Inc (Japan). This company is responsible for micro loans . This is approved Micro finance in central bank of ceylon

- Visited client to offer latest loan products
- Managed Loans and Loan Recoveries
- Managed Over 30 milions portfolio
- Support loan documentation part and assest loans



EDUCATION

- **Dip In. English** Jan 2025 - Dec 2025
Esoft Metro Campus
- **G.C.E Advanced Level Examination** 2024
Thurstan College Colombo 07
Commerce stream
- **G.C.E Oridinary Level Examination** 2021
Wp/Ho Wijayawardhana Maha Vidyalaya
- **Following CA Sri Lanka (Bussiness Level)**

I certify that the above mention particulars true and accurate your truely