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Kanaththawaththa, Andurathwilla,
Poddala, Sri Lanka

Technical Skills

- IT Support & Help Desk
- Computer Hardware Troubleshooting
- Software Installation & Configuration
- Windows Operating Systems
- Microsoft Office (Word, Excel, PowerPoint)
- Printer Installation & Troubleshooting
- Website Development (HTML, CSS, PHP, JavaScript)
- MySQL Database
- Website Maintenance
- Digital Marketing
- Adobe Photoshop & Illustrator

Skills

- Problem-Solving
- Communication
- Time Management
- Teamwork
- Creativity
- Critical Thinking

Language

Sinhala (Fluent)

English (Good)

Tamil (Good)

MIHIRI JAYASINHA

IT Assistant

About Me

A motivated IT Assistant with experience in technical support, system maintenance, troubleshooting, website development, and digital marketing. Skilled in Windows, Microsoft Office, networking basics, and website maintenance.

Professional Qualification

- Followed NVQ level-V Diploma in Information & Communication Technology Course at Vocational Training Authority - 2025
- Followed NVQ level-IV Software Developer Course at Vocational Training Authority - 2024

Educational Qualification

GCE Advanced Level Examination 2023 (Maths+ICT Stream)

GCE Ordinary Level Examination 2020

- Successfully passed with A5,B2,C2(B for ICT,A for Maths, C for English)

Project Experience

- Company Website Development
- CVZone – Online Resume Builder
- Trend Haven E-commerce Website
- Student Result Management System
- New Sandalak Stores - Billing & Sales System

Additional Knowledge

- Website Management
- Computer Hardware & Software Maintenance
- Basic Networking
- Graphic Design (Adobe Photoshop & Illustrator)
- Android Application Development

Work Experience

IT Assistant

Riyon International(pvt)ltd | March 2026 -June 2026

- Provided technical support for computer hardware, software, printers, and network-related issues.
- Installed, configured, and maintained Windows operating systems and software applications.
- Developed, updated, and maintained the company website.
- Assisted with digital marketing activities and managed social media content.
- Performed troubleshooting and resolved technical issues to ensure smooth business operations.
- Assisted employees with day-to-day IT-related problems and provided user support.

References

Mr. UGPK Nishantha

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Mrs. Himali Erangika

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