



Kojitha Ravishan Wickramasinghe

Date of Birth: 20.01.1997
Gender: Male

Nationality: Sri Lankan
Marital status: Married

CONTACT

🏠 Apartment 1404,
Tip Top Laundry Building,
Next to WTC,
Abu Dhabi.

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🌐 Kojitha Wickramasinghe

SKILLS

- ★ IFS software
- ★ MS Office
- ★ FR (FastReactPlan) Planning Tool
- ★ Communication Skills
- ★ Self Confidence
- ★ Leadership Skills
- ★ Adaptability
- ★ Time management
- ★ Management Skills.
- ★ Active Listening
- ★ Problem Solving
- ★ Critical Thinking
- ★ Teamwork

Personal Profile

I am a motivated, well-focused, and responsible person who's seeking a suitable opportunity to learn what I am passionate about. I have completed a Bachelor of Science degree in Physical Science stream. I am well aware of my responsibilities in my profession. I began my career in the IT industry as a Data Entry Operator and Customer Care Executive. Recently I worked in the textile industry as a Production Planner (Junior Executive)-at South Asia Textiles Limited (Hayleys Group Sri Lanka), for almost two years. Hence I am able to work well and efficiently under pressure.

Education

- ★ BSc. in Physical Sciences in University of Kelaniya, Sri Lanka. : GPA-2.62
Subjects: Pure & Applied Mathematics, Financial Mathematics and Physics
From 26.02.2018 to 01.12.2021

Working Experience

- ★ Junior Executive - South Asia Textiles Limited (Hayleys Fabric PLC)
From 20.01.2022 to 09.11.2023
Duties:
 - Customer Handling(Tommy Hilfiger and Calvin Klein)
 - Making Daily Reports and Analysing (WIP and NC Reports)
 - Fleet Management
 - Inventory Management
 - Wastage Management
 - Logistic and Procurement Controlling
 - Material Reservation
 - Production Planning Using ERP System (Oracle)
- ★ Data Entry Operator and Customer Care Executive - AIMS Computers International Pvt. Ltd.
From 01.03.2021 to 14.01.2022
Duties:
 - Customer Handling and Datasheet Management for Orders
 - Updating the Customer Information on the Database
 - Receiving Customer Complaints and Solving
 - Inventory Management
 - Answering Customer Calls and Emails Divert Them to Relevant Departments
 - Document Controlling

