



AMINDA DIWAKARA

CONTACT

 70526715
33201702 (whatsapp)
 dmadiwakara89@gmail.com

 Srilankan

 Availability - Immediate

RESIDENTIAL

 Doha , Qatar

 Valid Light Vehicle
License in Doha Qatar

LANGUAGE

- English
- Hindi
- Sinhala

PERSONAL DETAILS

 Married

 Male

 15th December 1987

PROFESSIONAL PROFILE

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

WORK EXPERIENCE

2022-2023
Qatar

Wellon Restaurant
Supervisor - Delivery

2016-2019
Qatar

Johnny Rockets
Dispatcher
HD Driver

2014-2016
Qatar

Chilis Qatar
HD Driver

2013-2014
Srilanka

Global Office Solution
Show Room
Manager

2011-2013
Srilanka

Maliyadewa College Old Boys Association
Computer operator and Computer Lab Assistant

2010-2011
Srilanka

Central Environment Authority
Computer operator

SKILLS SUMMARY

- Excellent Communication Skills
- Best Customer Service
- Attention to Detail
- Work Under Pressure
- Good Time Management
- MS Office applications

REFERENCE

Tharanga Thennakoon

ZIGMA Education (PVT) Ltd
Managing Director
+94710458447

PROFESSIONAL QUALIFICATION

National Apprentice and Industrial Training Authority - (NAITA)

Diploma in Computer Applications - NVQ Level 4
Srilanka Computer Driving License

National Certificate in ICT

- Fundamentals of ICT/Managing Files (MS Windows) / MS OFFICE / Internet and Email / Data Entries.

National Apprentice and Industrial Training Authority - (NAITA)

Certificate in English - CELV

- English Grammar writing/ General usage of English for communication./ Spoken English for general usage.

Wayamba Technical College - Kurunegala

Diploma in Graphic Designing and Type Settings.

- Fundamentals of Graphic Designing/ Using Corel Draw X8 / Adobe Illustrator / Adobe Photoshop CC

EDUCATIONAL QUALIFICATION

Sri Sumanagala National School

G.C.E.Advanced Level Examination | 2008-2010

Sri Sumanagala National School

G.C.E.OrdinaryLevel Examination | 2006-2007

I do hereby certify that the particulars furnished by me are true and accurate to the best of my knowledge. Thanks you very much to spend your precious time on my Profile of Resume...!!! Sincerely

Aminda Diwakara