



MALHAMI ARACHCHIGE DONA VENURI NIRMALI

 0776949446

 venurinirmali1234@gmail.com

 NO 325/3, Welivita, Kaduwela

EDUCATION

➤ **Assured Diploma in Information Technology**

ESOFT metro campus - June-2022

➤ **Assured Diploma in English**

ESOFT Metro Campus-June-2022

➤ **Diploma in Spoken English**

Bright Vision English Academy-2024

➤ **G.C.E Ordinary Level-2020**

➤ **G.C.E Advance Level-2023**

SKILLS

- Good Communication Skills
- Leadership and teamwork
- Time management and responsibility
- Quick learner with problem solving ability

LANGUAGE

SINHALA
ENGLISH

About Me

Motivated and responsible undergraduate student at the Sri Lanka Institute of Information Technology with leadership experience and active participation in extracurricular activities. Skilled in teamwork, communication, and organization, seeking to contribute to the business community and gain practical experience.

WORK EXPERIENCE

September 2025 - present

Data Entry Industries

Data Entry Operator

- Entering Data
- Updating Records
- Checking Accuracy
- Maintaining Files
- Preparing Reports

Sep 2024 - Sep 2025

Data Entry Industries

REFERENCES

Manjula Hemachandra

SLIIT
New Kandy Road Malabe

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