



LAYAN DASSANAYAKE

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a good team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines. I hope to do my best for the position.

ABOUT ME



APIIT Kandy Campus



Age 28



Sri Lankan

CONTACT



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**International City -Spain Cluster
- Dubai**

Work Experience

• **MSL Management Systems (Pvt) Ltd**

System Support Assistant

2021Nov -2023Aug

- Installation of Oracle 11G/12c/19C database with creating table space in different schemas and restore backup using import commands.
- Install Oracle client and setup in client machines to connect to oracle database.
- Design table structures in Oracle Database
- Use of SQL queries to retrieve data from database.
- Maintenance of the payroll management system, developed in windows platform with Oracle backend.
- Use of SAP CRYSTAL Reports to create reports which used to extract data from database and display in a readable format.

• **Unity Industries (Pvt) Ltd**

- Shop Support Assistant

- Storekeeper Assistant

2017Mar -2020Dec

- Greeting customers, assisting them with finding products, answering questions, and handling complaints or concerns in a friendly and professional manner.
- Support to engaging with customers to understand their needs, preferences, and purchase intentions.
- Processing sales orders, completing transaction paperwork, and ensuring accuracy in documentation related to sales transactions.
- Generating invoices, preparing sales contracts, and maintain and update detailed records of sales reports and sales activities.
- Handling cash, credit/debit cards, and other forms of payment, as well as providing customers with receipts and processing returns or exchanges.
- Handle Assisting with promotional activities, sales events, and marketing campaigns.
- Properly store goods in designated locations to ensure easy retrieval and inventory accuracy.
- Issue materials as per requisitions and maintain accurate records of issuance.
- Perform regular stock counts and reconcile discrepancies between physical stock and records.
- Coordinate with the purchasing department for timely procurement of goods and materials.
- Ensure compliance with safety standards and regulations in the storage area.
- Maintain cleanliness and orderliness in the store to facilitate efficient operations.
- Prepare reports on inventory levels, stock movements, and consumption for management review.
- Assist in the implementation of inventory management systems or procedures to enhance efficiency.
- Handle other tasks related to storekeeping or inventory management as assigned by supervisors.

Skills

- Organizational
- Customer Service
- Communication
- Numerical
- Computer Literacy
- Physical Stamina
- Problem-Solving
- Time Management
- Teamwork

L a n g u a g e s S p o k e n / W r i t e

- English

R e f e r e e s

- Upali Amarakoon

Former Lecturer in University of Peradeniya
(0713029799)

- C. D Wickramasinghe

Executive Lanka Securities Pvt Ltd
(0770745008)

Education History

- APIIT Kandy Campus

Completed BTEC HND in Computing by the Pearson

Feb 2020 Oct 2021

- International Airline & Aviation College

Followed Diploma in International Airport Ground Operations Course

Six Months in 2016

- Golden College

Diploma in Information Technology

Jan 2015 Jun 2015

Diploma in English

Jul 2015 Jan 2016

- Kingswood College Kandy GCE(A/L) Examination - Science Stream.

Jan 2001 Aug 2014

A W A R D S & E X T R A C U R R I C U L A R S

- Player of the School Rugby Team

- Plate Runners-up in All Island Schools 7-A side tournament in 2014.

- Third place in 15-A side All Island Schools rugby tournament in 2014.

- Athlete In School

- 3rd place in Kandy District Sport development foundation 4*100.