



PERSONAL INFORMATIONS

Full Name : Abeywickrama Liyanage
Randika Ravishan
DOB : 1998/10/20
Marital Status : Single

CONTACT

076-1046969
071-4534880
rravishan2@gmail.com
Abhaya Stores, Vilayaya,
Dampahala.

SOFT SKILLS

- Excellent Communication Skills
- Strong Organizational Skills
- Team Coordination & People Management
- Project Planning & Scheduling
- Time Management & Task Prioritization
- Creativity & Critical Thinking
- Attention to Detail
- Problem Solving Skills
- Ability to Work Under Pressure

LANGUAGES

- English (Fluent)
- Sinhala (Fluent)
- Tamil (Basics)

RAVISHAN ABEYWICKRAMA

PROFILE

I am a motivated and disciplined individual with a positive attitude and a strong willingness to learn and grow professionally. Able to work effectively under pressure to achieve targets, with excellent communication and teamwork skills.

Currently pursuing a BSc in Business Management, seeking an opportunity to apply academic knowledge, develop leadership abilities, and gain practical experience in administration and management while contributing to organizational goals with professionalism and responsibility.

WORK EXPERIENCE

- ➔ **HR Assistant** **2026 Jan- Present**
Varun Beverages Sri Lanka
 - Handle manpower operations and workforce coordination.
 - Conduct recruitment, shortlisting, and candidate screening.
 - Support training and development activities for employees.
 - Maintain employee records and HR documentation.
 - Assist in onboarding and other HR administrative functions.
- ➔ **Trainee Banking Officer** **2025 Jan- 2025 July**
National Savings Bank, Piliyandala
 - Gained hands-on experience in daily banking operations.
 - Provided customer service & assisted with financial products.
 - Supported cash transactions and account handling.
 - Assisted in loan processing and documentation.
 - Ensured compliance with banking regulations and procedures.
- ➔ **HR & Admin Officer** **2021 Jan - 2022 May**
Shanghai Dragon Hotel, Homagama
 - Managed HR and administrative operations.
 - Coordinated employee attendance and staff records.
 - Assisted in recruitment and employee-related activities.
 - Handled office administration and documentation.
 - Managed inventory control and operational support.
 - Ensured smooth day-to-day business operations.
- ➔ **Sewing Maching Operater** **2018 Nov- 2019 May**
SMT Apperal Lanka (Pvt) Ltd
 - Operated industrial sewing machines to produce garments.
 - Maintained high standards of product quality and accuracy.
 - Achieved daily production targets efficiently.
 - Followed workplace safety and quality guidelines.
 - Worked collaboratively as part of the production team.

TECHNICAL SKILLS

- Strong Computer Literacy with Excellent Knowledge of MS Office Package
- Microsoft Excel (Data Entry, Basic Formulas, Tables)
- Microsoft Word (Document Formatting, Report Preparation)
- Knowledge of Manpower Operations & Payroll Processing

EDUCATION

- **Undergraduate in Bsc in Business Management
(Project Management) (Special)** **2022- Present**
NSBM Green University Sri Lanka
- **Certificate Course in English Language** **2019-2020**
Red Mark Academy, Matara, Sri Lanka
- **GCE Advanced Level Examination** **2018**
Index No : 1223356
School: Minco College,
Nugegoda
Stream : Commerce
- **Information & Communication Technology
Certification Course** **2016-2017**
Red Mark Academy, Matara, Sri Lanka
- **GCE Ordinary Level Examination** **2014**
Index No : 41774485
School: MR/Urubokka National
School

REFERENCE

HMAR Bandara

Ministry of Defence,
Development Officer

Phone: 0766993907

Email : hmarbandara@gmail.com

Ms.Senali Guruge

Lecturer at NSBM Green
University

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I hereby declare that all the information provided above is accurate and correct to the best of my knowledge. I affirm that the details furnished in this document are free from errors and are true to the best of my understanding.

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Signature

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Date