

Nimesha Fernando

No. 45, High Street, Kurunegala

071-4567890 | nimesha@email.com

Professional Summary:

Detail-oriented and dependable individual seeking a Clerk position where I can apply my administrative and record-keeping skills to support office operations.

Education:

- G.C.E. A/L – Commerce Stream – **ABC Convent, Kurunegala (2022)**
- Diploma in Office Administration – **NIBM (2023)**

Work Experience:

Administrative Assistant – ABC Traders Pvt Ltd, Kurunegala | Jan 2024 – Present

- Maintained employee files and sales documents
- Assisted with invoice preparation and data entry
- Handled phone calls and email correspondence professionally

Skills:

- MS Office Suite (Word, Excel, PowerPoint)
- Fast and accurate typing
- Filing & documentation
- Calendar and email management

Languages:

- Sinhala (Fluent), English (Fluent), Tamil (Basic)

References:

Available upon request.

