

PAMALI MITHARA PASHENNA

• Kurunegala, Sri Lanka • +94 771873200 • pamalipashenna@gmail.com • LinkedIn

A highly organized professional with experience in IT coordination and accounts administration. Skilled in providing technical support, managing IT assets, maintaining accurate financial records, processing transactions, and ensuring efficient day-to-day operations. Proficient in Microsoft Office applications, ERP systems with strong analytical, problem-solving, and communication skills. A dependable team player who adapts quickly to new technologies and business processes while maintaining accuracy, confidentiality, and a commitment to delivering high-quality results.

- **Languages**
  • SINHALA • ENGLISH • TAMIL (BASIC) • JAPANESE (CURRENTLY LEARNING)

CORE SKILLS & COMPETENCIES

- System Administration | Quality Assurance | Project Management | Business Analytics | IT Support | Resource Planning | Network Management

PROFESSIONAL EXPERIENCES

Sara Enterprises (Pvt) Ltd

NOV 2025 - PRESENT

Information Technology Coordinator

- IT Infrastructure Management | Back End Developing & Data Feeding | System Administration | Technical Support | IT Asset Management | Compliance & Improvement | Vendor Coordination | Project Coordination | User Training | Documentation

Global System Solutions International(Pvt)Ltd 6 MONTHS
Quality Assurance Technician (QAT)

Staff Workload Evaluating System (Industrial Training (Group)) 6 MONTHS
Uva Wellassa University of Sri Lanka

EDUCATION

Bsc. Honours Industrial Information Technology (BIIT) | 2019 - 2024
Uva Wellassa University of Sri Lanka, Badulla.

G.C.E Advanced Level Examination | 2017
Holy Family Balika Maha Vidyalaya, Kurunegala.

- Accounting - A
- Information & Communication Technology - C
- Business Studies - B
- General English - C

Certificate in English | 2015
British Council, Kandy.

Certificate in Computer Literacy | 2015

National Institute of Business Management (NIBM), Kurunegala.

G.C.E Ordinary Level Examination | 2014

Holy Family Balika Maha Vidyalaya, Kurunegala.

- 2 A's | 2 B's | 4 C's | 1S

PROJECT EXPERIENCES

Detecting Tab-nabbing Attacks via an RL Based Agent (Final Year - Research - Group)

Reinforcement Learning, Python

Mobile Application for Bakery Products Distribution (3rd Year Mini Project - Group)

Dart, Flutter, Firebase, Android Studio 4.1.2, Star UML, Figma.

Hostel Management System (2nd Year Mini Project - Group)

Laravel 8, Bootstrap 5, MySQL

Online Book Selling Website (1st Year Mini Project - Group)

Laravel 8, HTML 5, CSS 3, Bootstrap 5, MySQL

EXTRA CURRICULAR ACTIVITIES

- Committee Member – School IT Society (2016-2017)
- Committee Member – School Commerce Society (2016-2017)

NON-RELATED REFEREES

Referees available upon request.