

RESUME

Professional Details

- **Name:** [Oyaage Sampurna Nama Methana Danna]
- **Designation:** Data Entry Specialist | Sinhala Typing Expert | Creative Content Creator
- **Location:** Sri Lanka
- **Phone:** 0766531904
- **Email:** sanjeewanishan731@gmail.com

Professional Summary

Highly motivated professional with over **5 years of experience** in data entry, translation, and administrative tasks. Specialized in Sinhala and English typing with an exceptional eye for detail and accuracy. Proven ability to manage complex datasets and leverage modern AI tools for creative content production and efficient workflows.

Work Experience

Senior Freelance Specialist (2019 - Present)

- Executing high-volume data entry projects with 100% accuracy using Excel and Google Sheets.
- Providing professional English-to-Sinhala translation and document conversion services.
- Creating AI-driven visual content and videos for digital marketing and business branding.
- Managing time-sensitive tasks independently while ensuring high-quality deliverables.

Education

G.C.E. Advanced Level (A/L)

Successfully completed secondary education with Advanced Level qualifications, demonstrating strong analytical and communication skills.

Core Skills

- Professional Data Entry
- Sinhala & English Typing
- Translation Services (English <-> Sinhala)
- Microsoft Office Expert (Word, Excel)
- AI Content Generation (Images & Video)
- Web Research & Virtual Assistance

Languages

- **Sinhala:** Native Proficiency
- **English:** Professional Working Proficiency