



# Upeksha Himashi Wijeratne

Executive-Business Intelligence

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## PERSONAL DATA

**Date of Birth:** 18.10.1992

**Age:** 27 Years

**Gender:** Female

**Nationality:** Sri Lankan

**NIC No.:** 927922525V

## PROFILE

I consider myself an obedient and a methodical individual who is capable of handling team responsibilities with a high level of accuracy and minimum supervision. Self-motivated, team player, fast learner and willing to work under pressure while managing the work volume. My goal is to enhance my professional skills while learning new things which will eventually make me a better professional.

## WORK EXPERIENCE

### **Executive – Business Intelligence & Analytics – Legacy Healthcare (Pvt) Ltd. (December 2018 – April 2019)**

Data extraction from practice management system.

Generate and distribute daily, weekly, monthly management reports in accurate and timely manner.

Develop MIS documentation (SOPs) to allow for smooth operations and easy system maintenance.

Performance Analysis for past months.

KPI monitoring and update.

Generate both periodic and ad hoc reports.

Successfully trained new Trainee Executive staff.

### **Trainee Executive – Business Intelligence & Analytics – Legacy Healthcare (Pvt) Ltd. (May 2018 – November 2018)**

Extract data from various systems and share with the team for generating reports.

Generate and distribute management reports in accurate and timely manner.

Develop MIS documentation (SOPs) to allow for smooth operations and easy system maintenance.

Clean and manipulate datasets and prepare for analysis.

Generate insights from the data and present in relevant charts and graphs to be incorporated into project reports.

## EDUCATION

**BSc (Hons) Business and Management with First Class Honours (2017)**

Northumbria University, Newcastle, UK

**International Advanced Diploma in Business Management (2016)** Business Management School (BMS)

**International Diploma in Business Management (2015)**

Business Management School (BMS)

## SKILLS

I have a high quality computer literacy in MS Office Application. Knowledge and practical use of personal computer including e-mail and websites.

## REFEREES

Mr. Shehan Seneviratne  
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