

MINOLI FERNANDO

Business Analyst Intern
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PROFILE

Undergraduate pursuing a BSc (Hons) in Business Information Systems at the University of Sri Jayewardenepura. Skilled in programming, web development, databases, and Microsoft Office tools. Experienced in IT projects and passionate about learning new technologies and supporting daily IT operations effectively.

EDUCATION

BSc (Hons) in Business Information Systems Department of Information Technology Faculty of Management Studies and Commerce University of Sri Jayewardenepura Key Subjects: Business Analytics, Systems Analysis, Database Management, Organizational Behavior and Programming languages (Python, C#, JavaScript, PHP, HTML)	Feb 2024 - Present
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G.C.E.AdvancedLevel-Commerce Stream 3A's with 1.88 Z-score District Rank - 64 Panadura Balika Maha Vidyalaya	2022/2023
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G.C.E. Ordinary Level 8A's & 1B Agamethi Balika Maha Vidyalaya	2019
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PROFESSIONAL CERTIFICATIONS

AAT Passed Finalist Association of Accounting Technicians of Sri Lanka	July 2020 - July 2021
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ComputerizedAccountingSoftware Course The Open University of Sri Lanka	April 2023 - Aug 2023
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APNIC Academy Completed networking and Internet technology courses	01 February 2026
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Cisco Networking Academy Completed networking and cybersecurity courses	08 February 2026
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WORKING EXPERIENCE

Audit Trainee

Aug2023- Jan 2024

A.I.MACAN MARKAR & CO.

Colombo 4

Assisted in auditing financial documents and maintaining accurate records.

Used Microsoft Excel for data analysis and reporting.

Developed attention to detail and teamwork skills through regular collaboration with senior auditors.

PROJECTS

Study Planner and Task Tracker

[Github Repository](#)

Designed a productivity application to manage study schedules and track task completion. Contributed to the development of the application using Streamlit, focusing on the user interface and application functionality.

Skills Gained: Python, Streamlit, MongoDB, GUI Design

Role: Developer – Streamlit & GUI Development

Debit Card Renewal System

[Github Repository](#)

Developed a web-based system to automate debit card renewal requests and database management. Responsible for designing and implementing the MySQL database, including database structure and data management.

Skills Gained: HTML, PHP, CSS, JavaScript, MySQL

Role: Database Developer – MySQL

TeaGo – Tea Estate & Factory Management System

Worked as the Business Analyst and Scrum Master for a tea estate and factory management system. Gathered and analyzed business requirements, prepared the SRS document, and created UML diagrams. As Scrum Master, planned and managed Agile sprints using ClickUp, coordinated team activities, and supported the team throughout the development process.

Role: Business Analyst & Scrum Master

Key Contributions: Requirements Gathering, SRS Preparation, UML Diagrams, Agile Sprint Management, Team Coordination

Tools: ClickUp

SKILLS

Technical Skills

- Programming Languages: Python, C#, PHP, JavaScript, HTML, CSS
- Database Management: MySQL, MongoDB
- Business Analysis & Project Management: Business Analysis, Requirements Gathering, SRS Documentation, UML Modeling, Agile Scrum, ClickUp
- Software Tools: Microsoft Word, Excel, PowerPoint, Access, Power BI

Soft Skills

Communication, Leadership, Teamwork, Problem Solving, Critical Thinking, Time Management

EXTRA CURRICULAR ACTIVITIES

S@IT- Students Association of Information Technology

Nov2024- Present

Activemember contributingto student-ledtechnologyandeventinitiatives under S@IT

- Sinasara'25 (CSR Project)- Organizing Committee Member **July 2025**
Contributed to volunteer coordination activity, helping for a rural area school
- DHack 2025 - Finance Member **Aug 2025**
Handledsponsorshipcoordinationforthe event
- Executive Board – External Link Committee Member **Jan 2026 - Present**
Coordinating external partnerships and supporting departmental events and collaborations
- DHack 2026 – PR & Delegates Crew Head **July 2026**
Led the delegates team and coordinated participant communication and event activities.

Leo Club - University of Sri Jayewardenepura

Feb 2024 - Present

As anactivememberhad theopportunitytoparticipatein a CSR project at the National Institute of Mental Health (NIMH)

U.S.Samarasinghe
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