



# DHANUSHKA. WELLAPPULI

IT ADMINISTRATOR | GRAPHIC & WEB DESIGNER

## CONTACT ME

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www.wellappuli.store

## EDUCATION

**LPEC CAMPUS - SRI LANKA**  
BACHELOR OF SCIENCE IN CYBERSECURITY  
(On-Line) Expected Completion: 2027

**UTG - GLOBAL**  
DIPLOMA IN ADVANCE WEB DEVELOPMENT  
Year of Graduation: 2024

**RAYTRONICS INSTITUTE**  
HIGHER DIPLOMA IN NETWORK ADMINISTRATION  
Year of Graduation - 2007

**LALITH MILROY INSTITUTE**  
HIGHER DIPLOMA IN GRAPHIC DESIGNING  
Year of Graduation - 2001

## PERSONAL

**DATE OF BIRTHDAY**  
06<sup>TH</sup> APRIL 1983

**CIVIL STATUS**  
MARRIED

**NATIONALITY**  
SRI LANKAN

**LANGUAGES**  
SINHALA | ENGLISH | HINDHI

**IDENTIFICATION**  
PARSPORT ID - N 761 702 1

**DRIVING LICENSE**  
SRI LANKA | QATAR | SAUDI ARABIA

## ABOUT ME

I am an experienced IT Administrator cum Graphic & Web Designer with 12 years of professional experience in the Middle East. My expertise spans across managing IT infrastructure, troubleshooting technical issues, and overseeing network administration. I am highly skilled in designing and developing websites, as well as creating compelling graphics for digital and print media. I have successfully implemented IT solutions, managed software updates, and ensured seamless operation of systems. My creative design skills and technical proficiency make me adept at delivering innovative solutions to enhance both functionality and aesthetics. I am committed to driving efficiency and delivering high-quality results.

## JOB EXPERIENCE

### IT ADMINISTRATOR CUM GRAPHIC DESIGNER | 2018 - 2024

Golden Keys Group Of Companies - QATAR

- Created visually appealing and functional websites for various companies under Golden Keys Group. [www.gkt.com.qa](http://www.gkt.com.qa) | [www.csm.com.qa](http://www.csm.com.qa)
- Designed and implemented the entire network infrastructure for GKT head office, including DNS, DHCP Server, Domain, and Active Directory Controller.
- Configured and maintained the network system for over 70 users across the main office in Muntaza and the sub-office at Barwa Towers.
- Provided IT support and administration, ensuring seamless operation of all systems and network services.
- Managed all graphic design needs for print and digital media, including banners, roll-ups, business cards, and brochures.
- Designed promotional materials for social platforms and events, ensuring brand consistency and visibility.
- Collaborated with various departments to deliver designs that meet specific project requirements and deadlines.
- Consistently delivered high-quality IT and design solutions that enhanced productivity and supported business growth.

### IT ADMINISTRATOR | 2014 - 2017

Venture Gulf Engineering (VGE) - QATAR

- Configured routers, switches, and servers to optimize performance and maintain system reliability.
- Monitored and maintained IT assets across multiple office locations, ensuring minimal downtime and smooth operations.
- Implemented and managed network security measures, including firewalls and antivirus solutions, ensuring data protection.
- Performed regular system backups, disaster recovery planning, and software updates to safeguard company data.
- Conducted user training sessions on IT systems and software to improve staff efficiency and minimize technical issues.

## SKILLS

- Network Setup & Maintenance:** Proficient in managing DNS, DHCP, AD and system networks.
- Graphic Design:** Skilled in Adobe Creative Suite for print and digital design.
- Web Design:** Expertise in building websites using HTML, CSS, and WordPress.
- Technical Support:** Efficient in troubleshooting hardware, software, and network issues.
- Creative Solutions:** Combining IT knowledge with design skills for project execution.



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## REFERENCES I

### TUAN MASS FARZAN

CEO - GOLDEN KEYS GROUP

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## REFERENCES II

### SANJEewa SK THISERA

OPERATION MANAGER - FARA HOLDINGS PVT LTD

+94 703 913 714 | +94 112 499 499  
sanjeewa@faraholding.lk | www.faraholding.lk

## JOB EXPERIENCE

### IT - TECHNICIAN | 2014 - 2015

Joannou & Paraskevaides W.L.L (J&P) - QATAR

### IT - TECHNICIAN | 2013 - 2014

Saudi Arabian Trading & Contracting (SATCO) - SAUDI ARABIA

### IT - TECHNICIAN | 2008 - 2012

Joannou & Paraskevaides (Overseas) LTD (J&P) - SAUDI ARABIA

- Managed and resolved over hundred of hardware and software issues, ensuring minimal downtime for users.
- Configured and maintained network infrastructure, including routers, switches, accesspoint and firewalls.
- Implemented effective backup and disaster recovery solutions, reducing data loss and applying and performing backups.
- Conducted system upgrades and migrations, seamlessly transitioning critical applications and services.
- Assisted users with troubleshooting and resolving connectivity issues for both wired and wireless networks.
- Managed Active Directory user accounts, permissions, and group policie ensuring efficient user management.

### IT SUPPORT - GRAPHIC DESIGNER | 2003 - 2007

Studio Chintha Colour Lab - (SCCL) - SRI LANKA

- Created custom graphics and icons to enhance the visual representation of software interfaces and web sites.
- Provided technical support for graphic design software, troubleshooting and resolving issues for team members.
- Stayed updated with the latest design trends and software advancements to ensure the use of modern design techniques and tools.
- Managed Active Directory user accounts, permissions, and group policies ensuring efficient user management.
- Provided remote IT support to geographically dispersed teams, troubleshooting issues and resolving technical problems via remote desktop tools.
- Created custom graphics and illustrations for digital and print media, incorporating client branding and visual identity.
- Developed visual concepts, layouts, and designs for various marketing materials, including brochures, flyers, and advertisements.

I welcome the chance to leverage my diverse skill set and proven track record to contribute to the growth and success of your organization. Thank you for your consideration.

  
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Signature

24 September 2024

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Date