

I am a fresher. I have only three month experience in Lanka Orix Leasing Company. I have worked as customer relationship officer cum data analysis. And I have worked for few companies for my project works.

 **EXPERIENCE**

**DILANY**

**Dilany.19261@2freemail.com**



**ACADEMIC BACKGROUND & ACHIEVEMENTS**

**ABOUT ME**

**Achieved merit excellence on below categories**

* Business Decision Makers( 5)
* Business Environment
* Human Resource Management
* Managing Communications Knowledge & Information
* Managing Financial Resources & Decisions
* Marketing Principles
* Organization Behavior
* Aspects of Contract & Negligence for Business
* Business Strategy ( 5)
* Management Accounting Costing & Budgeting
* Managing Business Activities to Achieve Results
* Personal & Professional Development
* Research Project(5)
* Sales Planning & Operations(5)
* Working with & Leading People(5)
* Employee Relations(5)
* Human Resource Development(5)
* Managing Human Resources
* Operations Management(5)
* Small Business Enterprise(5)

**Specialties and computer skills**

* Proficient with Windows, MS Office, Excel, Access, PowerPoint, Project Management & Internet.
* Good data entry and keyboard skills
* Knowledge of administration and clerical processes.
* Operating E-mails & software’s

I have successfully completed my **HND Degree in Business Management & HRM (Dual HND)**. I eager to join in your company in desired to achieve targets successfully. Interested in learning new things, good team worker & a leader, self-motivator & good in time consuming, having good communication skills & self-confidant skills, dedication & persuading skills, having good understanding skills, good speaking & writing skills. Currently looking to join your company that rewards hard work and offers good opportunities for career development.



01). **HND Degree in Business Management.**

(ICBT campus in Kandy from 2013 March to 2015 January)

02). **G.C.E Advance level (2012).**

(Saraswathy College Lindula, Sri Lanka)

03). **G.C.E Ordinary level (2009).**

(N/ Kotagala Tamil Maha Vidyalayam Kotagala)

04). **Diploma in English**

(English Grammar School, Sri Lanka).

**ACADEMIC QUALIFICATION SUMMARY**



* Good communication skills with the ability to relate well with people.
* Attention to detail.
* Works well in a team environment and independently.
* Punctual at all times and dedicated to any occupation.
* Has a sincere and genuine approach to people.
* Administrative and customer service expertise.
* Willing and able to learn new products, concepts and techniques
* Demonstrated public relations, communication and organizational skills
* Fast learner and willing to master new information
* Ability to speak, write & read in English , Sinhala & Tamil

**PRIMARY SKILLS**

**EXTRA-CURRICULAR ACTIVITIES**

* A senior school prefect
* Leader of the Hindu & Social Association
* In charge of the ICT section
* Team captain of the School sports meet
* Worked leader as a Red Cross society



**ASSOCIATIONS**

* Secretary of the Tamil Literary Union
* President of the school English Association
* Worked 04 months as an Executive Secretary in ICBT Kandy Campus Business Club.



**AREAS OF EXPERTISE**

* Leadership skills
* Cost control
* Commercially aware
* Forward planning
* Customer service.
* IT skills

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**PASSPORT DETAILS**

* Participated in Inter school house netball matches
* Team captain of the School sports meet
* Won 100m at district level of running
* Participated 100m running in the provincial level sports meet

**SPORTS**