** Rashmini**

 Airport Free Zone, Near Metro Station, Dubai, UAE

 Email: rashmini.272665@2freemail.com

Objective: To apply for any suitable position.

**Personal Details**

Date of Birth: May 29, 1996 Civil Status: Single

Age: 20 Religion: Buddhist

Gender: Female

Nationality: Sri Lankan

**Education**

* Sujatha Vidyalaya, Nugegoda (2002-2008)
* Samudradevi Balika Vidyalaya, Nugegoda (2009-2015)

**Professional Qualifications**

* Completed AAT (SL) Foundation Examination (2013)
* Completed 5 examination levels in Speech and Drama conducted by The Wendy Whatmore Academy of Speech and Drama (2004-2006, 2009)
* Completed DICT course in OpenArc IT Campus
* MS Word
* MS Excel
* MS PowerPoint
* Successfully completed certificate - Basic English course held by Department of Official Languages, Language Laboratory

**Work Experience**

* Trainee (6 months) - Bank of Ceylon, *Western Province North, Colombo, Sri Lanka* (September 2015 to March 2016)

**Skills**

* Data Entry/ Filing, Documentation
* Computer Literate
* Language Skills
* Sinhala ( Writing, Reading and Speaking)
* English ( Writing, Reading and Speaking)

**Extra Curricular Activities**

* Active member of School English Literary Club
* Active member of School Sinhala Literary Club
* Active member of School Media Circle

**Sports**

* 3rd Place in U12 age group Badminton (Singles) in Inter House sports meet
* 2nd Place in U12 age group Badminton (Doubles) in Inter House sports meet
* 2nd Place in U16 age group Badminton (Singles) in Inter House sports meet
* 1st Place in U16 age group Badminton (Doubles) in Inter House sports meet
* 3rd Place in U14 50M Swimming Event in Inter House sports meet
* 3rd Place in U14 100M Swimming Event in Inter House sports meet
* 1st Place in U16 200M Swimming Relay Event in Inter House sports meet
* Completed level 01, 02, 03, 04, 05 in Dolphin Life Saving and Swimming Academy