**CV No 1945152**

**H.S.K.G.JAYAWARDANA**

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# **PROFILE**

I’m an extremely hard working and friendly Person who have highly self-motivated and outgoing, enjoys ensuring the provision of an exceptional customer service at all times and I acquire work experience. I’m interested in Commerce, Management and marketing Subjects.

And also interested in working with children as a teacher who understands the requirements of the children and, treating with full of loving and caring.

# **SKILLS**

* Exceptional Listener Who effectively conveys information verbally and in writing.
* Proven relationship builder with unsurpassed interpersonal skills.
* Result –driven achiever with exemplary planning and organizational skills.
* Innovative problem solver who can generate workable solutions and resolve complaints.
* Resourceful team player who excels at building trusting relationships with customers and colleagues.
* Honesty/Integrity and Morality
* Highly adaptable , mobile , positive , resilient , patient risk – taker who is open to new ideas
* Dedication / Hard-Working
* Loyalty
* Positive attitudes with Motivation
* Self – Confidence
* Ability to work with Little or No Supervision
* Willingness to Learn

# **CAREER SUMMARY**

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* Colombo 03, Sri Lanka.
	+ Win – Win Ambassador - 01st September 2015 to 01st July 2016
		- * Fixed Deposit Related all kind of Duties.
			* Insurance & Credit Responsibilities.
			* Recovery Management.
	+ Genius Finance – 01st July 2016 to Present.
		- * Preparation and finalization of Monthly Accounts.
			* Branch Network Related Account Matters.
			* Monthly Tax Documentation.
			* Preparation of Trial Balance/FD &Bank Reconciliation.
			* Dealer / supplier & Asset Payment Handling.
			* Experience in ERP System.
			* Finance Department Activities.

* **Success International English College** - Piliyandala, Sri Lanka
* 01st September 2014 to 01st July 2015
* English Teacher For Grade 01-11
	+ Planning, Preparing and delivering Advance Grammar Lessons and Spoken English Sessions.
	+ Treating the children with full of loving and caring
	+ Teaching according to the educational needs, abilities and achievements of the individual students and groups of students.
	+ Holding monthly meetings for the parents and discussing the needs of their children.
	+ Conducting in Class tests and Daily Evaluation of Spoken level of Students.

- Reviewing and Evaluating Student Grammar and Spoken Level according to Term wise Examinations.

* + Preparation of Marking Criteria.

# **PROFESSIONAL QUALIFICATIONS**

* Studying for the Practical Psychology programme at Success International English College
* Completed Three Subjects of Certificate in Banking and Finance in Institute of Bankers of Sri Lanka.
* Managing People in Organizations - C
* Marketing, Sales and Customer Services - C
* Structure of Accounts - C
* Completed Association of Accounting Technicians of Sri Lanka (AAT) Foundation Examination July 2012.
* Basic Accounting - C
* Economics - C
* Business Studies - B
* Business Communication - A
* Completed Three Subjects of Association of Accounting Technicians of Sri Lanka (AAT) Intermediate Examination January 2015.

Business law and Management - B

Information Management and Application in Business – B

Accounting and Control systems - C

* Successfully Completed “Carrier in English Certificate" Programme by University of Colombo, Sri Lanka
* Successfully completed the Preliminary year of “Diploma in Advanced English for Administration and Academic Purposes” programme by University of Colombo.
* Successfully completed the Introduction to Microsoft Office workshop conducted by the Institute of Business & Information Technology Training Center.
* Successfully Completed the six month Training Programme in Microsoft Office conducted by the Colombo Tec Institute of Information Technology.
* Completed the six month Training Programme in Microsoft Office - Advanced conducted by the Colombo Tec Institute of Information Technology.
* Participated the Culture Development Programmes and Seven Habbit Trainings at Commercial Credit and Finance PLC , Sri Lanka .

# **ACEDEMIC QUALIFICATIONS**

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* **G.C.E A/L 2014 – Anula Vidyalaya Nugegoda (Index # :1185519)**
* Business Studies – B
* Accounting Studies – S
* Economics – S
* General English – C
* Common General Test – 052
* General Information Technology – C
* **G.C.E.O/L 2011 – Anula Vidyalaya Nugegoda (Index # : 10207775)**
* Language & Lit.(Sinhala) – A
* English – A
* Science – C
* Mathematics – C
* History – B
* Business & Accounting Studies –A
* Health & Phy.Education – A
* Drama & Theater(Sin) – B
* Buddhism – B

# **EXTRA CURRICULAR ACTIVITIES**

* **SCHOOL LEVEL**  : Participated at Annual Inter House Sports Meet in Carom event

: Represented the school in English Competitions, Drama ,

 Competitions.

* **DHAMMA SCHOOL :** Participated in Hand Writing Competitions in Annual Price giving

Ceremony in 2008 and won the 01st Place.

 : Participated to the Debating Competitions in Dharma School.

 : Passed with Distinction at the Basic Examination of Colombo Young

 Men`s Association 2008.

* **OTHER ACHIVEMENTS** : Represented the Work Place in The Finance House Association of

Sri Lanka Sports Day 2016 in Cheer Leaders Team and Won the

 01st Place.

 : Participated in Ceylinco Ran Daru Art competition in year 2004

 and 2006.

 : Won the Best Student of 2008 Platinum Award in Success English

 College.

 : Won the Best Student of 2006 Gold Award in Success English

 : Held the Junior Prefect Ship Of Success English College in 2008.

# **PERSONAL DETAILS**

**Name In Full** : Hewa Sandachchige Kaumalee Gayathri Jayawardana

**Gender**  : Female

**DOB**  : 1995-06-06

**Country**  : Sri Lanka

**Nationality** : Sri Lankan

**Age**  : 21

**School Attended** : Anula Vidyalaya - Nugegoda

**Key I.T. Skills** : MS Office, Excel, email and Internet applications

**Interests**  : Making handicrafts, Interior and Fashion Designing.

I HEREBY DECLARE THAT THE ABOVE WRITTEN PARTICULARS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

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 Date Signature

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| **H.S.K.G.JAYAWARDANA – CV No**  **1945152**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |