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**Prasadini**

**Tel:** **C/o 971504973598**

**E-mail:** **prasadini.331120@2freemail.com**

A

A

A

A

B

B

B

C

S

Buddhism

English

Commerce

Health & Physical Education

Sinhala

Social Studies

Mathematics

Arts

Science

A

A

B

C

Economics

Business Studies

Accounting Studies

General English

* **Bachelor of Business Administration (Business Economics) Special Degree** in Faculty of Management and Finance, University of Colombo with **Second Class Upper** division.
* **G.C.E.A/L**

Index No: **4209613** year: **2010**

**Subject Grade**

* **G.C.E. O/L**

Index No: **70300577**  year: **2007**

**Subject**  **Grade**

EDUCATIONAL BACKGROUND

PERSONAL DETAILS

Name:

**Prasadini**

Date of Birth:

**24th December 1991**

Gender:

**Female**

Religion:

**Buddhism**

Civil Status:

**Single**

Nationality:

**Sri Lankan**

N.I.C.No:

**918591184V**

School Attended:

**Mahamathya Vidyalaya,Athurugiriya.**

**Mahamaya Girls College, Nugegoda.**

To exploit my career opportunities by cultivating self-discipline, honesty, confidence and enhancing my interpersonal skills simultaneously increasing my knowledge in financial issues and hone my skills through hard working in a dynamic environment.

CAREER OBJECTIVE

EXPERIENCE

* Working experience as an Administrative Coordinator at Blue Mountain Properties (Pvt) Ltd since 01st February 2017 to 14th October 2017.
* Working experience as Industrial Placement employee at Sampth Bank PLC (Card Centre Recoveries department) since 19th August 2015 to 17th June 2016.

PROFESSIONAL QUALIFICATIONS

* Successfully completed Diploma in Banking and Finance (DBF) examination conducted by Institute Bankers of Sri Lanka.
* Successfully completed Chartered Accountancy Certificate Level II (CAB II) examination conducted by Institute of Chartered Accountants of Sri Lanka.
* Successfully completed three subjects in Chartered Accountancy Strategic Level I (S I) examination conducted by Institute of Chartered Accountants of Sri Lanka.
* Strategic Management Process Pass
* Advanced Taxation and strategic Tax Planning Pass
* Commercial Law and Corporate Law Pass
* Followed the Certificate Course in Human Resource Management (CCHRM) conducted by IPM.(Merit Pass)

ACHIEVEMENTS

* Gold medal for the highest number of districtions for CBF examination in 2014.
* Gold medal for the highest number of districtions for DBF examination in 2015.

OTHER QUALIFICATIONS

* Successfully completed Certificate in Business English (Intermediate Level) course conducted by University of Colombo in February 2011.
* Have communication skills in both Sinhala and English languages.
* Fluent in Microsoft Office Package.

EXTRA CURRICULAR ACTIVITIES

* Vice president of Commerce Society in school.
* Member of Buddhist Association in School.

CORE ATTRIBUTES AND QUALITIES

* Like to find new ways and means of doing things and prefer to work with new ideas
* Face challenges with confidence
* A good team player and good listener
* Learn from failure and success of my own, as well as of others
* Willing to learn and update my knowledge constantly

I certify that the above particulars provided by me are true and accurate. In the event of being selected, I shall accomplish my duties to the best of my abilities.

Prasadini