**Objective:**

**An energetic, ambitious individual who has solid qualification backup by related work experience in private and public sector management. Has the ability to organize to people and system in order to achieve objective and used to working under pressure and meet strict deadlines. Self motivated and enthusiast to perform job assigned with great zeal.**

**Personal Information**

**Gender: Female**

**Date of Birth: January 1987**

**Nationality: Sri Lanka**

**Visa Status: Visitor**

**Education:**

|  |  |  |
| --- | --- | --- |
| Qualification | Institute | Year |
| **High School** | **Jacome Gonsalwez High School, Bolawatta, Sri lanka** | **2002-2005** |
| **Secondary School** | **W/H/G/J/School, Bandirippuwa, Sri lanka** | **1992-2002** |

**Short course**

* **Certificate in Beauty culture**
* **Microsoft office**

**Experience**

* **Worked at Lanka Sathosa Ltd as a cashier 2011 up to date**
* **Worked at Sanmali hotel restaurant as a waitress 10 months**
* **Worked at own beauty salon one year**
* **Worked at own photo studio 3 years**

**Technical Exposure:**

**Opening system windows**

**Tools Microsoft Office ( MS Word, Access, Excel, Power point)**

**Software installation**

**Internet Internet explorer, Mozilafirefox, Chrome ,Safari**

**Interpersonal Skills:**

* **Ability to rapidly build relationship and set up trust**
* **Confident and determined**
* **Ability to crop up with different situation**

**Language**

* **Sinhala: native tongue**
* **English: basic communication**
* **Hindi: basic communication**
* **Urdu: basic communication**

**Reference:**

**Will be furnished upon request**