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| curriculum vitae |



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| Personal information |

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| Name | : | Geethani  [Geethani.367274@2freemail.com](mailto:Geethani.367274@2freemail.com) |
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**Objective**

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**Education**

* Passed G.C.E. Ordinary Level Examination 2001
* Passed G.C.E. Advanced Level Examination 2004
* Bachelor of Arts (General)

University of Sri Jayawardenepura, Sri Lanka 2007-2011

**Training Courses**

* Professional English Part-time course at National Youth Services Council, Maharagama Training Centre 2006
* Followed BTEC. Dip in ICT at IDM Computer Studies (Pvt) Ltd. 2009
* Office Systems & Land Training at Land Commissioner General’s Department on 18.11.2013 – 20.11.2013
* Office Systems & File Maintainance Training at Land Commissioner General’s Department on 24.02.2014 – 25.02.2014
* Office Management & Development of Attitudes Training Course conducted by Sri Lanka Institute of Development Administration on 04.08.2014 – 08.08.2014
* Government Accounting Procedure Training Course conducted by Sri Lanka Institute of Development Administration on 17.10.2014
* Disciplinary Procedure Training Course conducted by Sri Lanka Institute of Development Administration on 18.01.2016 – 20.01.2016
* Quality Circle Training programme conducted by National Productivity Secretariat on 25.02.2016
* Maintain of Personal File Training Course conducted by Skills Development Fund Ltd under Ministry of Skills Development & Vocational Training on 05th & 06th December 2016

**Working Experience**

* Worked as an Employee 2004 November to 2007 at CBL Foods
* Worked as a Management Assistant at Sanasa Bank in Nawagamuwa
* Worked as a Graduate Trainee at Land Commissioner General’s Department 2012 to 2013
* Worked as a Development Officer at Land Commissioner General’s Department 2013 to present

**Extra Curricular Activities**

* Former Secretary of Sinhala Literary Association of the School
* Leader of the class grade 10 - 11 (2000-2001)
* Membership of the School Netball team
* Participated as an Examiner, Sri Lanka Technological Service Colonization Officer Grade III Efficiency Bar Exam held on 04.04.2015

**Skills & Strengthens**

* Good leadership of any society.
* Presentation skills along with well developed interpersonal and management skills.
* Ability to work independently and as a team.
* Ability to work under pressure.

**I hereby certify that the particulars stated above are true and accurate.**