**SUMUDU**

**Dubai, UAE**

[Sumudu.40372@2freemail.com](mailto:Sumudu.40372@2freemail.com)

**OBJECTIVES**

Possessing the necessary skills and experience in addition to excellent communication, interpersonal and analytical skills, I am seeking a challenging position that will provide me the opportunity to, utilize my knowledge and competencies in order to achieve the company's goals and objectives.

* **CAREER HISTORY**

**Varners** is a Sri Lankan law firm which renders Legal & Company Secretarial services and it has a clientele of about 150 local and foreign companies and organizations

#### Position: Company Secretary - Since October 15th 2008 to October 31st 2009

**JOB DESCRIPTION**

* Involve in the process of incorporating new companies and organisations
* Attend Board Meetings and Annual General Meetings
* Preparation of related notices and minutes of the meetings
* Preparation of various types of Resolutions
* Maintenance of share registers and share certificate counterfoils of companies
* Preparation of Forms related to Department of Registrar of Companies such as issue of shares, transfer of shares, annual returns etc. and filing of same
* Advice clients on their company secretarial matters in accordance with the Companies Act No 07 of 2007
* **CAREER HISTORY**

**HNB Stockbrokers (Private) Limited** **from 01 July 2005 to 15 October 2008** as an **Executive** and at **DP Global Securities (Pvt) Limited,** **from August 01, 2002 to June 30, 2005** as the **Operations Executive**, both companies being Member Firms of the **Colombo Stock Exchange** carrying out the same duties as mentioned below and also was engaged in the Operations & Administrative activities of the Company as the Assistant to the Manager – Operations and Manager - Documentation

**JOB DESCRIPTION**

* Overlooking the Documentation Department and be accountable for the functions of the Documentation Department
* Handling the documentation process of clients Account Openings, Share Deposits, Share Transfers etc.
* Attending & advising corporate & individual clients on rules on Private Transfers of Securities, Initial Public Offerings, Bonus Issues, Rights Issues and other matters regarding CDS documentation.
* Make contacts with Company Secretaries & Registrars to help clients in their share matters
* Make contacts with The Colombo Stock Exchange, The Central Depository Systems (Pvt) Ltd, and the Securities and Exchange Commission of Sri Lanka to help clients in their share matters.

**PROFESSIONAL QUALIFICATION**

1. Undergraduate of **BACHELOR’S DEGREE IN LAWS (L.L.B. DEGREE)** **– English Medium** at Open University of Sri Lanka, Nawala – Currently following the **Final Year**

**LEVEL 1**

**Subjects Results**

* Legal Method Pass
* Introduction to Laws of Sri Lanka Pass
* Equity Pass
* Constitutional Law I Pass

**LEVEL 2**

**Subjects Results**

* Criminal Law B
* Constitutional Law II C
* Family Law Pass
* Law of Contract Pass

**LEVEL 3**

**Subjects Results**

* International Law B
* Administrative Law B
* Land Law C
* Environmental Law C

**LEVEL 4 – FINAL YEAR – Currently following**

1. Labour Law 2) Law of Delict 3) Human Rights 4) Jurisprudence

### DIPLOMA IN BUSINESS PRACTICE from the Institute of Chartered Secretaries & Administrators (ICSA) (UK) – Chartered Secretary

**SUBJECTS RESULTS**

* Introduction to Accounting Distinction
* Organisations & Human Resources Merit
* English & European Union Law Merit
* Managing Information Systems Credit
* Business Economics Pass
* Quantitative Techniques Pass
* Information Systems Pass
* Business Law Pass
* Business Strategy & Planning Pass

Successfully completed the **INVESTMENT ADVISOR CERTIFICATE** examination conducted by the **Colombo Stock Exchange**.

**ACADEMIC QUALIFICATION**

**G.C.E. ADVANCED LEVEL EXAMINATION - 2002**

**SUBJECTS RESULTS**

General English A

Physics B

Combined Maths C

Chemistry C

Common General Test 80%

**G.C.E. ORDINARY LEVEL EXAMINATION - 1998**

**SUBJECTS RESULTS**

English D

Mathematics D

Science D

English Literature C

Social Studies D

Buddhism D

Sinhala D

Home Science D

**COMPUTER LITERACY**

Well conversed with MS Office Packages.

**PERSONAL DETAILS**

* Name in full : Sumudu
* Nationality : Sri Lanka
* Date of Birth : 1982 – 05 – 12
* Marital Status : Married
* Language Known : Fluent in English (verbal & written)
* Visa Status : Residence Visa (Husband’s Sponsorship)