



# MALEESHA KAVINDI

## About Me

I am a flexible and experienced insurance administrator with excellent time management skills. I am a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled In dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

## Education

- Succesfully completed the Diploma in Primary Teaching (Reg.No-PV79615) conducted by Ceylon English Training College (CET Campus) .
- Succesfully completed the Diploma in English Teaching (Reg.No-PV79615) conducted by Ceylon English Training College (CET Campus).
- A/L : Year 2023/2024
  - Nugawela National School
- O/L : Year 2020
  - K/Ankumbura Parackrama National School

## Extra Curricular Activities

- Completed Leadership and Personality Development Workshop organized by Ministry of Youth Affairs, Women Affairs, Rural Development, Cooperative Development and Industries, Central Province.
- Basic Counseling Skills - Chamber Psychology and Counseling ESTD 2021.
- Participated to "Madya Pradeepa" Journalism Workshop organized by ITN Channel
- Old Anandiyan Buddhist Society Speech Training Workshop 2018
- Sri Rahula College Media Day 2018- 1st place in writing prose in the secondary category
- National library & Documentation Service Board Verse essay 2018-1st place
- National library & Documentation Service Board hand writing 2018-2nd place
- Ministry of culture & Arts -Skill Development Program 2017-Dancing
- Ministry of culture & Arts -Skill Development Program 2017-upland drumming
- Annual Price Giving 2017 - Dancing
- Independence Day Celebration- National Cadet Corps
- President's and Colors awarding Ceremony - National Cadet Corps

Your I certify the above particulars are true and correct to the best of my knowledge. Please do not hesitate to contact me, should you require any further clarifications.

**Maleesha Kavindi**

**30th October 2024**

## CONTACT



+94741658892



mkavindi463@gmail.com



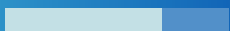
No.359/A, Pallegama, Ankumbura

## LANGUAGE

Sinhala



English

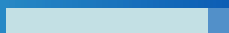


Tamil

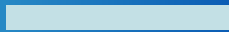


## SKILLS SUMMARY

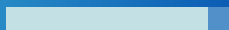
Management Skills



Team Working



Critical Thinking



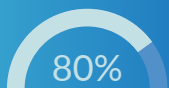
Leadership



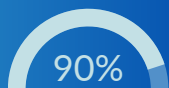
## EXPERTISE



**Dance**  
Kandian  
Western



**Sports**  
Athletic  
Cadet



**Recreation**  
Activities