



MALEESHA KAVINDI

CONTACT

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No. 359/A, Pallegama,
Ankumbura

Website

[https://m-kavindi.github.io/MALEESHA-/](https://m-kavindi.github.io/MALEESHA/)

SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

TECH SKILLS

- Microsoft Office
- Basic IT & Internet Usage
- Web Portfolio Maintenance
- Digital Communication Tools

LANGUAGES

- English (Fluent)
- Sinhala (Native)



PROFILE SUMMARY

A flexible and experienced insurance administrator with strong time management and communication skills. Adept at working in teams while also demonstrating initiative and problem-solving abilities. Skilled in negotiation, critical thinking, and resourceful decision-making, always eager to learn and take on new challenges.



EDUCATION

- B.E.D Honours in Primary Education (Ongoing)** 2025 - 2028
Open Univercity of Sri Lanka
- Advanced Level (A/L)** 2023 - 2024
 - Nugawela National School
- Ordinary Level (O/L)** 2020
 - K/Ankumbura Parackrama National School



CERTIFICATIONS & TRAINING

- **Diploma in Primary Teaching** (Ceylon English Training College - CET Campus)
- **Diploma in English Teaching** (Ceylon English Training College - CET Campus)
- **Basic Counseling Skills** – Chamber Psychology and Counseling (ESTD 2021)
- **Leadership & Personality Development Workshop** – Ministry of Youth Affairs, Central Province
- **Certificate in Information Technology** - AUCKLAND Campus, Sri Lanka
- **6-Month English Course** - British Council, Kandy

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EXTRACURRICULAR ACTIVITIES

- Dancing (Kandyan & Western styles)
- Sports (Athletics, Cadet programs)



ACHIEVEMENTS & EXTRA-CURRICULAR ACTIVITIES

- **1st Place in Writing Prose** – Sri Rahula College Media Day (2018)
- **1st Place in Verse Essay** – National Library & Documentation Service Board (2018)
- **2nd Place in Handwriting** – National Library & Documentation Service Board (2018)
- **Dancing & Drumming Competitions** – Ministry of Culture & Arts (2017)
- **Awarded at National Cadet Corps Events** – Independence Day & President's Colors Ceremony



DECLARATION

I hereby certify that the above information is true and accurate to the best of my knowledge. I am confident that my skills and qualifications make me a strong candidate, and I would be happy to provide any additional information or clarifications if required.

Maleesha Kavindi

Date: 4th August 2025