

Gawesha Prabhashwara



Contact Details

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PROFILE

A highly motivated individual who completed their GCE A-Levels recently with outstanding grades in English, SFT, ICT and ET. Seeking a role with the Hospitality, Tourism or ICT industry to continue a keen interest work experience in the company. Eventual career goal is to become a fully qualified person with a long-term aim of joining a company.

Personal Profile

- Age: 23
- Nationality: Sri Lankan
- NIC No: 200113704307
- Marital Status: Single
- Proficiency in English: Fluent
- Languages Spoken: Sinhala and English

Professional Certification

- **Diploma in English Language**
British Way English Academy | Head Office | 2021
- **Diploma in English Language**
British Way English Academy | Ratnapura Branch | 2018
- **Bridging Certificate for ICT**
Sri Lanka Technological Campus | 2022
- **Certificate in Graphic Design**
Computer Resource Center | R/Kuruwita Central College (National School) | 2018
- **Certificate in Basic knowledge of Computer**
School ICT Center | R/Kuruwita Central College (National School) | 2012

Education Qualification

- **GCE A-Level | R/Kuruwita Central College (National School) | 2020**
ICT (S), ET (S), SFT (C), English (C), Common General Test (042)
- **GCE O-Level (Second Shy Only English) | R/Kuruwita Central College (National School) | 2018**
English (C)
- **GCE O-Level (First Shy) | R/Kuruwita Central College (National School) | 2017**
Buddhism (C), Sinhala (C), English (S), Science (C), Mathematics (A),
History (C), ART (B), Civic Edu. (C), Hea. & Phy. Edu. (B)

	<ul style="list-style-type: none"> - Leadership and Team Building Programme Commando Regiment Training School Uva Kudaoya 2022 - 40 Day Residential English Speaking Camp British Way English Academy Head Office 2021 - Shaolin Kung-fu Basic Training Sri Lanka Shaolin Kung-fu School Ratnapura 2017 – Present - Deputy Head Prefect R/Kuruwita Central College (National School) 2019 - 2020
Hospitality Certification	<ul style="list-style-type: none"> - Professional Level Certification Course of Front Office Sri Lanka Institute of Tourism and Hotel Management Head Office Colombo Sri Lanka 2022 January - 2022 July
Knowledge & Skills Proficiency	<ul style="list-style-type: none"> - Knowledge in Front Office Operation <ul style="list-style-type: none"> • Register guest and assign room • Answering calls and Forwarding the calls • Handling complains and save Hotel Reputation • Keeps up-to-date on room rate, Packages and Discounts and handle each as well as relate to other departments • Possesses through knowledge of credit and cheque cashing policies and Procedures And encashes them • Respond to all guests' questions and requests
Professional Skills	<ul style="list-style-type: none"> - Excellent leadership skills which were demonstrated when I was the Deputy Head Prefect of the School - Fully proficient in Microsoft Office, include Word, Excel and Power Point - Excellent public relations skill, communication and interpersonal skills - Generate happiness, cheerfulness and positive thoughts in any situation - Proficient in HTML coding - Thorough understanding of Social Media - Proficient in Adobe Photoshop - Fully proficient in Computer Hardware - Advanced computer knowledge includes Software's, Drivers and Fixing Problems - The ability to communicate and interact with other ICT users through the use of internet and emails - Using appropriate software to solve a problem or to communicate an idea more Clearly
Work Experience	<ul style="list-style-type: none"> - The Branch Coordinator British Way English Academy Ratnapura Branch Sri Lanka March 2022 - June 2022 Key Responsibilities <ul style="list-style-type: none"> • Enroll new students and arrange placement test • Update the system with payment information • Transferring the money and submitting the monthly reports • Manage the call center • Submitting the daily reports

- Managing cash
- Technical support

Sports	-	Throwball (All island Championship League)
	-	Cricket
Soft Skills	-	Integrity
	-	Dependability
	-	Effective communication
	-	Open-mindedness
	-	Teamwork
	-	Creativity
	-	Problem-Solving
	-	Critical thinking
	-	Adaptability
	-	Organization
	-	Willingness to learn
	-	Empathy
Interests	-	Learn ICT related things
	-	Training Martial Arts (Kung-fu)
	-	Social services
	-	Playing Computer Games
	-	Watching English Movies & TV Series
	-	Technology Related Activities

Non Related Referees,

Mrs. Nirmalie Mendis

MTEHM(UOC) ,PGDTEHM(UOC), HNDE(Eng),FCHSGA,CA

Head of Industrial Training Unit , Lecturer

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