



Vimukthi  
Wickramasinghe

## Personal details

vimukthiwickramasighe@gmail.com

+94769773552

"Vimukthi", Uruwitiya, Denipitiya  
81700 Weligama

June 2, 1986

Female

Sri Lankan

Unmarried

Vimukthi Wickramasinghe

## Skills

Typing (English, Sinhala, Tamil)

Writing (Sinhala & English)

Coordinating

Leadership Management

Volunteering

## Languages

Sinhala

## Profile

I am a professionally competent and meticulously organized secretary with a proven track record of administrative efficiency. Highly skilled in managing schedules, facilitating seamless communication and performing a wide range of administrative tasks. Known for exceptional attention to detail, ability to multitask and maintain confidentiality. Committed to optimizing office performance and supporting smooth operations of the organization. I contribute professionally to the growth of the organization by facing challenges successfully with my skills and competencies.

## Education

2013 - 2015	DIPLOMA IN LABOURER STUDY UNIVERSITY OF COLOMBO, COLOMBO
2011 - 2012	DIPLOMA IN SOCIAL WORK MATARA MEDIA HOUSE, MATARA
2010 - 2011	DIPLOMA IN SOCIOLOGY MATARA MEDIA HOUSE, MATARA
2009 - 2009	CERTIFICATE COURSE IN GRAPHICS DESIGN GOVERNMENT PRINTING PRESS, COLOMBO
2009 - 2010	DIPLOMA IN PRACTICAL TRAINING IN INTERNEWS BRODCAST JOURNALISM MATARA MEDIA HOUSE, MATARA
2008 - 2008	RESIDENTIAL TRAINING COURSE OF MESS MEDIA UNDER THE GUIDANCE YOUTH MEDIA ACADEMY OF NATIONAL YOUTH CENTER, MAHARAGAMA
2008 - 2009	CERTIFICATE IN BROADCAST JOURNALISM MATARA MEDIA HOUSE, MATARA
2006 - 2007	CERTIFICATE COURSE IN ENTREPRENEURSHIP AND BUSINESS DEVELOPMENT MATARA MEDIA HOUSE, MATARA
2003	ODANARY LEVEL - SECONDERY EXAMINATION SRI SUMANGALA BALIKA COLLEGE, WELIGAMA

## Employment

Jun 2023 - Present	MD'S SECRETARY WONDER LABS HOLDING, COLOMBO
May 2022 - May 2023	COORDINATOR ECO SOLARA RAYS (PVT) LTD, COLOMBO
Jan 2021 - May 2022	DIRECTOR'S SECRETARY ESWARAN BROTHERS (PVT) LTD, COLOMBO
Jan 2020 - Jan 2021	HUMAN RESOURCES DEVELOPMENT EXECUTIVE COLOMBO SCHOOL OF BUSINESS AND MANAGEMENT, COLOMBO

English ● ● ● ● ●

Tamil ● ● ● ● ●

## Hobbies

- Reading books
- Handing Craft
- Dancing
- Listening to music
- Helping and listening to others
- Animal care and rearing (cats, dogs, birds, squirrels)
- Cultivation and care of flowers and trees

## Qualities

- Humble
- Flexible
- Peaceful
- Will work on time
- Faces risks and challenges
- Have an open mind to learn new things and have new experiences.

<b>Aug 2019 - Jan 2020</b>	<b>HUMAN RESOURCES DEVELOPMENT ASSISTANT</b> <b>COLOMBO SCHOOL OF BUSINESS AND MANAGEMENT, COLOMBO</b>
<b>May 2013 - Jul 2019</b>	<b>SECRETARY/ MANAGEMENT ASSISTANT GRADE II</b> <b>SRI LANKA FOUNDATION, COLOMBO</b>
<b>Sep 2011 - Apr 2013</b>	<b>CONSTRUCTION COORDINATOR</b> <b>GRAND HOMES CONSTRUCTION (PVT) LTD, COLOMBO</b>
<b>Jan 2010 - Aug 2011</b>	<b>DOCUMENTARY CLERK</b> <b>PRIME ASSOCIATE (PVT) LTD, COLOMBO</b>
<b>Jul 2008 - Dec 2010</b>	<b>JOURNALIST</b> <b>SRI LANKA YOUTH SERVICE COUNCIL, COLOMBO</b>
<b>Jan 2008 - Dec 2010</b>	<b>JOURNALIST</b> <b>MATARA MEDIA HOUSE, MATARA</b>
<b>Jan 2006 - Dec 2007</b>	<b>PER-SCHOOL ASSISTANT TEACHER</b> <b>PER-SCHOOL OF DILENATHARU, WELIGAMA</b>

## References

**Prof. Ranjith Bandara**  
**University of Colombo, Colombo**  
+94717965060, ranbandara@gmail.com

**Mr. Chathura Wickramasinghe**  
**Wonder Lab Holdings, Colombo**  
+94776444708, cywickramasinghe@gmail.com

Weligama, June 06, 2024

