



# CHAMI NARASINGHE

📍 Matara, Sri Lanka      ☎ 076-378-4723      @ [chaminarasinghe@gmail.com](mailto:chaminarasinghe@gmail.com)

## Profiles

 [Chami Narasinghe](#)

## Objective

A motivated and organized individual with strong communication and teamwork skills, seeking the position of Temporary Office Assistant at the Centre for Genetics & Genomics, University of Colombo. Eager to contribute to administrative tasks and assist in office operations while gaining experience in a dynamic work environment.

## Work Experience

**Board Assistant** – G.C.E. Advanced Level Technology Stream Practical Exam Unit  
Mahinda Rajapaksha Vidyalaya – Matara  
28 June 2022 – 10 July 2022

- Assisted in the setup and coordination of practical exam boards for G.C.E. Advanced Level Technology stream.
- Managed and organized practical exam materials and technical equipment in line with exam requirements.
- Supported students during the practical exam, ensuring adherence to safety and procedural guidelines.
- Worked closely with examiners and faculty to maintain a structured and efficient exam environment.
- Documented and reported practical exam results to the school administration.

## Education

**Higher National Diploma in Software Engineering** | October 2023 – August 2024  
National Institute of Business Management

**Diploma in Software Engineering** | October 2022 – October 2023  
National Institute of Business Management | GPA: 3.91

**Diploma in Information Technology** | 2020  
The Ministry of Information and Communication | “A” pass

**Diploma in English Language** | 2019  
The Ministry of Information and Communication | “A” pass

- Buddhism – A
- Sinhala Language & Literature – A
- English – A
- Science – A
- Mathematics – A
- History – A
- Civic Education - A
- Appreciation of Sinhala Literary Texts – A
- Information & Communication Technology - A

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## Languages

Sinhala - Native proficiency

English - Working proficiency

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## Personal Skills

- **Administrative:** Filing, document management, organizing tasks, and scheduling.
- **Computer Proficiency:** Microsoft Office (Word, Excel, PowerPoint), Email Management.
- **Communication:** Excellent verbal and written communication skills.
- **Teamwork:** Collaborative working style with a focus on team success.
- **Time Management:** Ability to manage multiple tasks efficiently and meet deadlines.

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## Declaration

I hereby declare that the above information is true and correct to the best of my knowledge.

.....chami.....

Signature

.....24/09/20224.....

Date