



NANDAKUMAR LAKSHIKA

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OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me Job Satisfaction and Self Development and help me achieve personal as well as organization goals.

PERSONAL DATA

NAME	◆ N. LAKSHIKA
ADDRESS	◆ NO.42/23, NURSING HOME ROAD, HATTON.
DATE OF BIRTH	◆ 17th JUNE 2001
GENDER	◆ FEMALE
CIVIL STATUS	◆ MARRIED
N.I.C	◆ 200166903206
SCHOOL	◆ HIGHLANDS NATIONAL COLLEGE, HATTON.
MOBILE	◆ 077 - 412 - 0559
EMAIL	◆ INFOLAKSHII@GMAIL.COM

EDUCATIONAL QUALIFICATION

ORDINARY LEVEL (2017) ADVANCE LEVEL (2020)

TAMIL	◆ A	ACCOUNTING	◆ C
DANCE	◆ A	BUSINESS STUDIES	◆ B
MATHEMATICS	◆ B	ECONOMICS	◆ C
SCIENCE	◆ B		
ENGLISH	◆ B	ENGLISH	◆ B
HISTORY	◆ B		
COMMERCE	◆ B		
ICT	◆ B		
RELIGION	◆ B		

PROFESSIONAL QUALIFICATION

- ◆ INSTITUTE OF BANKERS OF SRI LANKA (IBSL) - ENGLISH MEDIUM, READING
- ◆ BACHELOR OF MANAGEMENT STUDIES HONOURS DEGREE - ENGLISH MEDIUM, READING

PROFESSIONAL SKILLS

MARKETING
PROJECT MANAGEMENT
MARKET RESEARCH
TEAM WORK

PERSONAL SKILLS

CREATIVE SPIRIT
RELIABLE AND
PROFESSIONAL
ORGANIZED
TIME MANAGEMENT
FAST LEARNER
MOTIVATED

CONTACT

P: 077 - 412 - 0559
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A: NO.42/23, NURSING HOME
ROAD, HATTON.

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SKILLS

- ◆ TAMIL AND SINHALA - EXCELLENT (CONVERSATIONAL AND WRITTEN)
ENGLISH - GOOD (CONVERSATIONAL AND WRITTEN)
- ◆ ABILITY TO PLAN AHEAD AND TAKE CORRECTIVE MEASURES TO MEET TARGETS AND DEADLINE.
- ◆ ORGANIZATIONAL, COMMUNICATION AND INTERPERSONAL SKILLS GAINED THROUGH MY ROUTINE OFFICE WORK AND LEADERSHIP SKILLS BEING THE SCHOOL CAPTAIN IN SCHOOL.

OTHER QUALIFICATION

- ◆ SCHOOL SPORTS ATHLETIC CAPTAIN (2018) OF HIGHLANDS COLLEGE, HATTON.
- ◆ HOUSE CAPTAIN (2019) OF HIGHLANDS COLLEGE, HATTON.
- ◆ I AM MEMBER OF SCHOOL ELLE TEAM.
- ◆ I HAVE POSTED AS PREFECT IN SCHOOL PREFECT BOARD. (2019-2020).

EXTRA CURRICULAR ACTIVITIES

- ◆ I HAVE AWARDED COLLEGE IN RECOGNITION OF ONE DAY SPECIAL MEDIA WORKSHOP.
(SHAKTHI FM, CAPITAL MAHARAJA)
- ◆ I AM MEMBER OF SCHOOL NETBALL TEAM.
 - 1ST PLACED IN ZONAL LEVEL SPORTS MEET. (2020)
 - 2ND PLACED IN ZONAL LEVEL SPORTS MEET. (2019)
 - 3RD PLACED IN ZONAL LEVEL SPORTS MEET. (2018)
 - 2ND PLACED IN ANNUAL INTER HOUSE SPORTS MEET. (2018)
 - 1ST PLACED IN ANNUAL INTER HOUSE SPORTS MEET. (2016)

TRAINING & EXPERIENCES

- ◆ PRESENTLY WORKING AS AN EXECUTIVE ASSISTANT COMMERCIAL BANK OF CEYLON, NAWALAPITIYA.
- ◆ I HAVE INTERNSHIP EXPERIENCE AT PEOPLES BANK - BOGAWANTALAWA.

NON RELATED REFEREES

K.Shanthikumar

No.70 A Gampola Road,
Nawalapitiya.
+94 (77) 226 4545
Kuganeson_shanthikumar@Combank.Net

Mrs. R. Chandrakala

Manager
People's Bank,
Bogawantala.
Mobile : 071-6549959

I DECLARE THAT ALL THE PARTICULARS GIVEN ABOVE ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

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DATE

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SIGNATURE