



NANDAKUMAR LAKSHIKA

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.

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
E: INFOLAKSHII@GMAIL.COM
A: NO.42/23, NURSING HOME
ROAD, HATTON.

PERSONAL DATA

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

EDUCATIONAL QUALIFICATION

ORDINARAY 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 SRILANKA (IBSL) - ENGLISH MEDIUM, READING
- ◆ BACHELOR OF MANAGEMENT STUDIES HONOURS DEGREE - ENGLISH MEDIUM, READING

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

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Nawalapitiya.
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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