

Curriculum Vitae
Sewwandi Boralugodage

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Address: 346, Boralugoda, Athurugiriya



CAREER OBJECTIVE

To obtain the Executive position of management to utilize my knowledge in business management, to exercise my knowledge in different administrative roles and business management backgrounds, help with the business operations in the managerial level and practice leadership position that involves functional and personnel oversight responsibilities.

PERSONAL INFORMATION

Full name	Disna Sewwandi Boralugodage
Other names	Sewwandi Boralugodage
Date of birth	30 th December 1992
Age	22 years
ID no	928650308v
Permeant Address	346,Boralugoda,Athurugiriya
School attended	Musaeus College
Religion	Buddhist

WORKING EXPERINCE

Certis Lanka Technology and Consultancy (Pvt) Ltd

➤ Joined as a trainee

- Handling customer inquiries of all five companies, technology, home nursing, logistics, courier and
- Got experience with working different type of people
- Handle CAMS customer files
- Learn the whole process of the process by drawing process flow charts to each department
- Learn to develop customer agreements
- Work with ISO Standards.
- Doing interviews for recruitment

➤ Transferred to Administrative Department

- Recruitment
- Handling Employee details files
- Prepare contracts
- Prepare Tenders
- Prepare sales quotation reports

ACEDAMIC QUALIFICATIONS

- **Reading for B Sc. (Hons) in Management/Human Resource Management** at National Institute of Business and Management (**NIBM**) which is affiliated with **University College Dublin (UCD)**, Ireland.
- Currently **following 2nd year** of the degree program (Higher Diploma in Business and Management – HDBM) at **NIBM**
- Successfully **completed 1st year** of the degree program (Advanced Diploma in Business and Management – ADBM) at **NIBM**

EDUCATIONAL QUALIFICATIONS

- Successfully completed GCE Advanced Level (2011) at Musaeus College
 - Business Studies : C
 - Economics : C
 - Accountancy : S
 - General English : B
- Successfully completed GCE ordinary Level (2008) at Musaeus College
 - Sinhala : A
 - Mathematics : B
 - English : B
 - Buddhism : A
 - History : C
 - Civics : C
 - Dancing : C
 - Science : S
 - Agriculture : S

EXTRA CURRICULAR ACTIVITIES

- School
 - Member of the College Buddhist Society
 - Member of the College Commerce Society
 - Participation in the College Inter House Sports Meets.
 - Participate in dancing troupe for 10th south Asian games Colombo 2006

- National Institute of Business Management
 - Participate in Blood donation program at NIBM
 - Organize a company visit to Nuwaraeliya tea factory

I hereby certified the above details are correct and in order according to the best of my knowledge.

Sewwandi Boralugodage