

Chanika J. Dassanayake

503, Nallawatta Road, Maharagama.

Tel. 0112-89 77 86 (Residence), 0775-974995 (Personal)

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JOB OBJECTIVES

I am willing to give total support the organization that I am in, with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits.

CORE COMPETENCIES

- ❖ Highly motivated with Positive Attitude
- ❖ Effective Contribution towards to achieve Organization Objectives
- ❖ Team-work
- ❖ Fore-most concern for respect and care
- ❖ Reliable and punctual
- ❖ Having a high level of intellectual curiosity

STRENGTHS

I pride myself on my reliability and consider myself a strong team player that is alert, flexible and business like in the work environment. I enjoy working under pressure and perform my best in challenging situation where I can display circumstances.

ACADEMIC QUALIFICATIONS

G.C.E Advanced Level Examination 2007 (Index No: 4184203)

- ❖ G.C.E Advanced Level examination in Vidyakara Balika Vidyalaya, (Maharagama) passed with two "S" passes in **Bio Science** stream.

<u>Subject</u>	<u>Grade</u>
✓ General English	A
✓ Physics	S
✓ Biology	S
✓ General Test	067

G.C.E Ordinary Level Examination 2004 (Index No: 44780931)

- ❖ G.C.E Ordinary Level examination in Vidyakara Balika Vidyalaya, (Maharagama) passed with six "A" passes, three "B" passes and one "C" pass.

<u>Subject</u>	<u>Grade</u>	<u>Subject</u>	<u>Grade</u>
✓ English	A	✓ Eastern Music	A
✓ Mathematics	A	✓ Science	B
✓ Sinhala	A	✓ Social Studies	B
✓ Buddhism	A	✓ History	B
✓ Business & Acc.	A	✓ Eng. Literature	C

EXTRA-CURRICULAR ACTIVITIES

- ❖ Completed a training course at the school Multimedia Unit for a period of One year and one month (From Feb. 2003 to March 2004).
- ❖ Assistant Secretary of the school Multimedia Unit 2003.
- ❖ Worked as an “English News Editor” and as an “English News Reader” in school 2003.
- ❖ A member of school’s Science Society.
- ❖ Team Leader in school Science Section 2005-2007.
- ❖ Organized “English Day 2006” in school.
- ❖ Participated in organizing “Inter-school Environment Competition” and “Science & Environment Day 2005”.
- ❖ Participated in organizing and presenting items in school “Mathematics Day 2003”.

ADDITIONAL COURSES UNDERGONE

- ❖ Following **BCS (British Computer Society) – IT Degree** at IDM Premier Campus in Colombo 04.

- Following the **PGD Level in IT**

- Modules-**

- ✓ Advanced Database Mgt. Systems
- ✓ Management Information Systems



- Completed the **Diploma Level in IT**

- Modules-**

- | | |
|--------------------------------------|----------------------|
| ✓ Professional Issues In IS Practice | ✓ Project Management |
| ✓ System Analysis And Design | ✓ Database Systems |

- Completed the **Certificate Level in IT**

- Modules-**

- ✓ Computer And Network Technology
- ✓ Software Development
- ✓ Information Systems

- ❖ Followed **Advanced National Diploma In English (ANDE)** course at National Youth Services Council in Maharagama.

- Modules-**

- English Literature, English Grammar

- ❖ Followed **Computer Application Assistant Course (CAA)** at National Youth Services Council in Maharagama.

- Modules-**

- Windows XP/7, Office Packages of 2003/2007/2010, Apply IT for Communication (Internet & Email), Create Electronic Files, General Maintenance

COMPUTER LITERACY

- ❖ Conversant in all office packages 2003/2007/2010 including Outlook and Internet
- ❖ Ability to format PC's and install OS (Win XP/Win 7), softwares & drivers.
- ❖ Ability to troubleshoot PC's.

WORKING EXPERIENCE

- ❖ Presently I'm working for '**George Steuart Group**' and attached to the 'George Steuart Recruitment (Pvt) Ltd' as a "**Documentation Clerk**" in Colombo 07. (From April 2012)



Responsibilities :

- Coordinating with the customers, giving exact information regarding the vacancies available.
- Attending to telephone inquiries.
- Maintaining internal databases and record systems.
- Arranging interview schedules, organizing files and contacting respective candidates.
- Troubleshooting PC's.
- Preparing advertisements for available vacancies and updating relevant Websites.

- ❖ I have worked in "Department of Motor Traffic (DMT)" – Werahera, for Six month period as a "**Computer Application Assistant**". (From August 2010 to February 2011)



Responsibilities :

- Handling the issuing & receiving procedure of L plates, issuing the documents (Learners' Permit) & arranging a suitable trial date for the candidates.
- Attending to candidates' complains and liaising with the Management and communicating to the candidate.
- Maintaining internal databases, record systems and handling security tests for the candidates.

PERSONAL DETAILS

Name in Full	: Chanika Jayamali Dassanayake.
N.I.C. No.	: 887720649 V
Driving License No.	: B476728
Date of Birth	: 28 th Sep. 1988
Age	: 27 years
Nationality	: Sri Lankan
Religion	: Buddhist
Gender	: Female
Civil Status	: Married
School Attended	: Vidyakara Balika Vidyalaya, Maharagama.
Interests & Hobbies	: Reading IT related books, Surfing Internet, Listening to music

REFEREES

1). Mr. K. A. Indika Kuruppu,
Technical Consultant,
ISM APAC (Pvt) Ltd,
Alnitak Building-3rd Floor, 752,
Dr. Danister De Silva Mw,
Colombo 09.
Tel - 0712-990981 (Personal)
0115-115588 (Office)

2). Miss. Pabodha Jayasekara,
Assistant Manager,
Richard Pieris and Company PLC,
No 310,
Highlevel Road,
Nawinna,
Maharagama.
Tel - 0772-975513 (Personal)
0114-310500 (Office)

I hereby certify that the above particulars furnished by me are true & correct to the best of my knowledge and I assure that I shall do my best for your entire satisfaction and to justify my selection.



C. J. Dassanayake

06/09/2015

Date