

SANDYA DISSANAYAKE

Mahawewa Para, Hathigamuwa, Polpithigama

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Profile

I am an enthusiastic individual with an interest further development of my skills as part of my development process and commitment to work activities. I am willing to accept a more challenging opportunity whilst being committed to work in a fast moving and friendly environment that will provide plenty of challenges in order to make a positive contribution towards my work-place.

Personal Profile

- Full Name : Dissanayake Mudiyansele Sandya Kumari Dissanayake
- Date of Birth : 01st September 1988
- Nationality : Sri Lankan
- Gender : Female
- N.I.C No : 887452636V
- Civil Status : Unmarried
- School Attended: Holy Family Convent , Kurunegala

Educational Qualifications

- **University Education**
A Degree with a Second Division Upper Class of B.Sc. Business Management (Special) at Sabaragamuwa University of Sri Lanka (English Medium)
- **G.C.E. O/L & A/L**
Vijayaba National Collage, Maho
G.C.E. (O/L) 2004 : 08 Distinctions & 02 Merit passes
Ku/Holy Family Balika Vidyalaya, Kurunegala
G.C.E. (A/L) 2008 : 2- A & 1 - B (Z-score:1.6176)

Professional Qualifications

- Successfully completed Advanced Certificate Course of Human Resource Management in National Institute of Business Management
- Completed AAT Foundation, Intermediate and Final Level

Experience

- Functioned as a Student Coordinator at Seylan Bank's Student Saving Center at Holy Family Convent during the period 01/01/2006 to 31/12/2006
- Completed four months Industrial Training at the Tristar Apparel Exports (Pvt) Ltd during the period of 06/01/2014 to 06/05/2014
- Worked as a Human Resource Assistant at Isabella Clothing International (pvt) Ltd
- Working as a Human Resource Assistant at Sanasa Garments from 15th January 2015

Key Skills

- Computer Skills
Basic knowledge of Microsoft Office Applications Statistical Package for Social Sciences and Minitab
- Desire to accept challenges
- Ready for long working hours
- Ability in working with a team
- Fluency in both writing and speaking Sinhala & English languages

Workshops Trainings Attended

- Participated for a three days Out Bound Training program at Loadstar Manufacturing Division of Comoplast Solideal (Midigama) under the supervision of Sabaragamuwa University of Sri Lanka
- Participated two Soft Skill Development Workshops conducted by Mr. Sanath Gamage
- Participated into Personality Development Workshop conducted by Mr. Chandana Gunawardhana
- Participated one day Out Bound Training program at Samanalawewa Academy of Adventure

Extra Curricular Activities

- A member of Commerce Society and English Society
- Participated in All Island Sinhala Language and Literature Competition in 2002

**Non-related
Referees**

Mr. H.P.R. Priyankara

Senior Lecturer
Faculty of Management Studies
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Belihuloya

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I do hereby certify that the particulars furnished by me are true and correct according to the best of my Knowledge.

Sandya Dissanayake
10/11/2015