

Thilini Madara Gunasena

No. 255w,
Uggalboda,
Batapotha,
Madelgamuwa,
Gampaha

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PROFILE & OBJECTIVE

Graduate with excellent academic qualifications including **Bachelor of Business Administration, Human Resource Management (special), University of Peradeniya**, with a background of **Finance & Accounting, Marketing and Operations Management**. Academic stuff is empowered with **Certificate course of Human Resource Management; IPM Sri Lanka, Certificate in Accounting and Business II / CAB II; CA Sri Lanka**, while supported with excellent Interpersonal communication, Team Work Management and Project skills. In voluntary career, was a senior prefect, Laxapana Central College as well as being a member of the school's volley ball team. In the professional career, willing to be a part of successive organization, by being a *Creative, Dynamic, Innovative & Result oriented Employee* with a future goal to be a **Team Management Expert & Perfect Relationship Development Executive** in order to achieve the ambition of being a **Human Resource Management Executive**. I seek for a challenging position which will provide me an opportunity to use my potential to the achievements of the organization's goals as well as my own career advancement.

ACADEMIC PROFILE

Bachelor of Business Administration, HRM (Special)

University of Peradeniya

G.C.E. Advanced Level

Business Studies	A
Economics	A
Accounting	B

G.C.E. Ordinary Level Examination

Sinhala Language	A
Commerce & Management	A
Buddhism	A
Health and Physical Education	A
Mathematics	A
Sinhala Literature	A
English	B
Social Studies	B
Science and Technology	B
Arts & Drawings	C

PROFESSIONAL QUALIFICATIONS

Certificate in Accounting and Business II / CAB II

CA, Sri Lanka

Certificate Level-Human Resource Management

IPM, Sri Lanka

PERSONALITY ACHIEVEMENTS

Title Held, Name of Organisation

Senior prefect, Central College, Laxapana

Member, School's volley ball team, Central College, Laxapana

Dates of employment

2009-2010

2007-2008

CORE SKILLS

Fluent in English & Sinhala

IT Skills: Microsoft Office: Word, Power Point, Access and Excel

Excellent Team Management & Relationship Development skills

Well-developed Analytical & Numerical ability

Interpersonal Communication Skills

Operations Management & Marketing Skills

PERSONAL INFORMATION

Date of Birth 19/11/1991

NIC Number 918241914v

Nationality Sri Lankan

Religion Buddhism

Marital Status Single

Schools Attended Central College, Laxapana

EXPERIENCE

Working at Lalan Rubber (pvt) Lid from 02nd of September 2015 to 02th January of 2016 as a HR Trainee

Key duties involved,

- Assisting with recruitment procedure

- Assisting with payroll system

- Maintaining Employee personal files and HR system

- Assisting with day to day efficient operation in HR office

- Handling all HR functions

- Handling attendance system

- Conducting induction process

NON RELATIVE REFEREES

Mrs.L.A. Nilani Sudharshika
Government Audit Examiner
Audit General Department
Battaramulla

Tel: 0710718528

Mr. Anurudda Gamage
Maintenance Executive
Lalan Rubbers (pvt) – Rubber Band Lid
Biyagama Export Processing Zone

Tel: 0718648921

I hereby certify that the above given information are true and correct to the best of my knowledge.

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Date

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Signature