

Dear Sir/Madam,

I am Oshika Liyanagamage. And I'm currently reading for a BSc in business Management specializing in HRM and a student of final year.

I am looking for the opportunity to gain work experience with your company as I would like to add to the skills I have already gained through my work experience and excel at them in the future.

I finished my 3 months internship at CBL Foods (Pvt) Ltd in the HR department which proves me to be a reliable worker, and have excellent communication skills and have excellent timekeeping. And I worked as a HR intern at Hemas Manufacturing (Pvt) Ltd. I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I am available for work immediately.

I have enclosed my CV, however if you require further information, please do not hesitate to contact me 0772179078

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities

Thank you for taking the time to deal with my request and I look forward to hearing from you in the near future.

Yours faithfully
Oshika Liyanagamage

Oshika Madubani Liyanagamage

Resume



Residence : No 12/2,Hewagama,Kaduwela, Sri Lanka

E-mail : madu.oshi@gmail.com

Personal Details

Contact Tel. No. : 0772179078 /0112538099

Date of Birth : 31st July 1993

Gender : Female

Civil Status : Single

National ID :937131399V

School Educated : Holy Family Convent–Dehiwela

Bomiriya national college-Bomiriya

Profile

I am a hard working team player and I enjoy exceeding targets. And my objective is to effectively apply my knowledge, creativity and other special skills to enhance my career and to make a valuable contribution for the development of my prospective employer in a well-established company.

Educational Qualifications

- Passed the G.C.E (O/L) Examination in 2009 with 1 A, 2 B's, 3 C's and 3 S's.
- Passed the G.C.E (A/L) Examination in Art stream in 2012 with 3 S's and 1 A.

Logic & Scientific Method	- S	English Literature	- S
Political Science	- S	English	- A

Professional Qualifications

- Successfully completed the Advance Certificate Course in English (National Institute of Business Management - NIBM).
- Following the Diploma in English (National Institute of Business Management – NIBM)
- Reading for a BSc in Business Management (HRM) Degree - NSBM

Working Experience

- Worked as a HR intern at CBL Foods International (pvt) Ltd - 3 months
- Worked as a HR intern at Hemas Manufacturing (Pvt) Ltd-September to January

Skills& Competencies

- Fluency in both spoken and written English
- Excellent Interpersonal and Communication Skills
- Good Leadership Skills & ability of Team Working
- Ability to Interact with staff at all Levels
- Commitment to work with minimum supervision (Using Own Initiatives)

Extra-curricular Activities

- Secretary of School English Literary Association– 2007/2009
- Active Member of the Media Club– 2010/2012
- Committee Member of Young Inventors Club – 2008/2009
- Played Hockey and have been champions under 13 inter school Hockey tournament

Referees

Mr. Lasantha Kodithuwakku
company medical officer,
Ceylon Tobacco Company
178, Srimath Ramanathan Mw,
Colombo 15
0773741634

Ms. Asanka U Wanigasekara
Associate Consultant QA,
Virtusa Pvt. Ltd.
752, Dr Danister De Silva Mawatha,
Colombo 09
0716398229

Hereby I declare that the information furnished above is true and correct to the best of my knowledge.

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Date

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Oshika Madubani Liyanagamage