

Thilina Abeyrathne

No. XB/8/3/1, Edmonton Housing scheme, Edmonton Rd,
Kirulapona, Colombo 6.
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PERSONAL STATEMENT

- Experienced in payroll duties; maintaining personal files, managing attendance and managing additions and deductions in terms of employee salaries.
- Experienced in financial and administrative duties; handling all cashier related functionalities, scheduling interviews for all shortlisted candidates and distribution of employment related letters.
- Computer skills; MS Excel, MS Word and PowerPoint and SAP ERP system.

CAREER OBJECTIVE

- To become a well respectable and accountable personal in human resource management in a dynamic and goal-driven company.

WORK EXPERIENCE

- Working as a Delivery Coordinator at AMW from 18th May 2015 to 31st December 2015.
- Worked as a HR Assistant at House of Fashions from 24th February 2014 to 6th February 2015.
- Worked at 3SG Corporation (Pvt) Ltd as a Trainee Associate from 23rd December 2013 to 23rd February 2014.
- Worked as a Documentation Officer cum Class Room Assistant at Life English Academy from 18th September 2010 to 3rd July 2013.
- Served the Sri Lanka Institute of Development Administration (SLIDA) As a Trainee attached to the IT Center from July to October 2007.
- Worked as an Accounts Clerk at Sri Lanka Institute of Development Administration (SLIDA) attached to the Welfare Society from November 2007 to January 2008.

Supplier payments

KEY SKILLS

- Client Relationships
- Organized and Multitasked
- Highly Motivated

EDUCATION QUALIFICATIONS

- G.C.E. (Ordinary Level - 2000) (Sirimavo Bandaranayke Balika Vidyalaya, Colombo 7)
 - Buddhism S
 - Sinhala C
 - English S
 - Science S
 - Mathematics S
 - Social Studies C
 - Music (Sinhala) (T) S
 - (P) D
 - Home Science (T) S
 - (P) D
- G.C.E. (Advanced Level -2004) (Sirimavo Bandaranayke Balika Vidyalaya, Colombo 7)
 - Political Science S
 - Home Economics C
 - Sinhala B
- Reading for PQHRM (Professional Qualification in Human Resource Management) in Institute of Personnel Management Sri Lanka (IPM).

PROFESSIONAL QUALIFICATIONS

- Successfully completed the foundation course & certificate course in Human Resources Management at Institute of Personnel Management Sri Lanka (IPM).
- Diploma In Computer Science
 - Successfully completed the Diploma in Computer Science, at ACS Technology, Mount Lavinia.

EXTRACURRICULAR ACTIVITIES

- President of School Home Economics Society.
- Committee member of the Sinhala Literary Association.
- Won places in Inter - House Swimming Competitions.

REFEREES

Mr. P.A Premethilaka,
Retired Auditor General,
XB /5/G/1
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Edmonton Rd,
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Tel: 0714408735 / 0113159642

Miss.N.S. Amarasinghe
Assistant Principal (Retired)
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Date

Signature