

COVERING LETTER

M.P.N.C. Malalagama,
No. 326,
Wilgoda Road,
Kurunegala,
Sri Lanka.
27th January 2016

Dear Sir / Madam,

Applying for the position of Management Trainee

I would like to apply the position of Management Training in your company and I would like to work full time.

Also I successfully completed (2013-2015) Bachelor of Physical Science Degree at University of Ruhuna. Then (2011-2012) Diploma in computer system design also completed at NIBM.

Furthermore, I have excellent good communication skills; have a good knowledge, and ability in office applications (**Microsoft office, Open office**), different software application, detecting computer viruses. I have attached my CV to this letter and will you be kind enough to see it and grant me a suitable job.

Looking forward to hear from you soon

Thank you,
You're Faithful,

.....
M.P.N.C. Malalagama.

M. P. NIRODHA CHATHURI MALALAGAMA.
Address: No. 326, Wilgoda Road, Kurunegala, Sri Lanka
Cell phone: +94710794232
Skype: niro.chatu1



Email: chathuri.malalagama@ymail.com

Linked in: <https://www.linkedin.com/in/nirodha-malalagama-064145b1>

CAREER OBJECTIVE

Self-motivated, adaptable, conscientious and enthusiastic person with well-developed management skills combined with a flexible attitude to work.

INDUSTRIAL EXPERIENCE (AT PRESENT)

Work Place: Nestle Lanka PLC

Assignment: From: 2016 January 11 To: Up to date

Status of job: Training Employee

Reference:

Position: Industrial Performance Manager

Name: Mr. Jayantha Karunarathne

Contact No: +94 777 517 260

Email: jayantha.karunarathne@lk.nestle.com

ACADEMIC QUALIFICATION

- 2013(May)-2015(Dec.) B.Sc. Degree of Bachelor of Physical Science in Department of Science University of Ruhuna, Sri Lanka

Degree Main Subjects:

- Mathematics
 - Computer Science
 - Physics
 - Accounting
 - Electronics
- Successfully study English medium in University of Ruhuna Sri Lanka.
 - 2009-2011 **G.C.E. Advance Level** Maliyadeva Balika Vidyalaya; Combined Math (C), Physics (C), Chemistry (S).
 - 2008 **G.C.E. Ordinary Level** Maliyadeva Balika Vidyalaya; 3As, 1B, 3Cs and 1S's.

PROFESSIONAL QUALIFICATION

- 2011-2012 Completed Diploma in Computer System Design in NIBM
- 2009 Certificate in Computer Science in NIBM
- 2009 Certificate in English language in NIBM

SKILLS PROFILE

COMPUTER LITERACY

- Fluent office applications (Microsoft office, Open office), Adobe Flash Player, Photoshop, Corel Draw, Internet and E-mail and JAVA, PHP, MySQL, HTML, .NET programming etc.

LANGUAGE SKILLS

- Fluent in English, Sinhala and Tamil.

COMMUNICATION SKILLS

- Demonstrated delivering presentations as part of my degree
- Invention and Innovation exhibition presented my project

TEAM WORK

- Final Computer Science Project done by group project at Ruhuna University
- Electronic New Creation Project done by group at Ruhuna University
- Microcontroller New Creation Project done by group at Ruhuna University
- Final Computer Science Project done by group project at NIBM

LEADERSHIP

- Diploma in Computer Science Project in NIBM lead by me

OTHER TRAINING AND ACHIEVEMENT

- Merit prize for the Best Basic Information Technology result in University of Ruhuna - 2014
- Merit prize under category of Computer Science for the Invention titled Science E-Glossary University of Ruhuna 2015.
- 3rd place under the Electronics category for the invention titled Remote controlled LED Lamp University of Ruhuna 2014.
- Participation under the Electronics category for the invention titled Mini Voting Machine University of Ruhuna 2015.
- Participate the Inter Faculty Dancing Competition in University of Ruhuna 2015.
- Active member of the PHYSICS Club in University of Ruhuna.
- Active member of various societies in school.

INTERESTS

- New creativity ideas thinking in free time, Watching New Released Visuals and Writing the poems

PERSONAL INFORMATION

Full Name	: Mandis Piyadigamage Nirodha Chathuri Malalagama
Date of Birth	: 1992.11.25
Gender	: Female
Civil Status	: Unmarried
NIC	: 928302520V

REFERENS

Mr. E. M. Ranathunga,
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Sri Lanka
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Makadura,
Gonavila, Sri Lanka.
Mobile: (077) 7517 260
E-Mail: jayantha.karunarathne@lk.nestle.com

I here by declare that the above written particulars are true to the best of my knowledge and belief

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Date

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M. P. N. Chathuri Malalagama
Signature