

CURRICULUM VITAE

Christina Gunawardena

170, Gongithota, Wattala

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E-mail : christinagunawardana@yahoo.com

PROFILE

OBJECTIVE:

My ambition is to build a sound career in a renowned organization where I can contribute to the growth and success, proving my efficiency, capabilities and knowledge.

PROFESSIONAL QUALIFICATIONS:

- **Diploma in Information & Communication Technology (AQUINAS University)**
- **Followed a course in Telephone Etiquettes & Customer Service – McQuire Rens & Jones (Pvt) Ltd.**

EDUCATIONAL QUALIFICATIONS:

- **2010 - Advanced Level Examination at St. Lawrence's Convent, Colombo 06.**

Accounting	- S
English	- S
General Knowledge	- 60%

- **2007 - Ordinary Level Examination at St. Lawrence's Convent, Colombo 06.**

English	- A
Sinhala	- B
Health	- B
Religion (R.C)	- C
Mathematics	- C
Dancing	- C
Social Studies	- S
Science	- S
Commerce	- S

EXTRA CURRICULAR ACTIVITIES:

- Member of school Athletic team.
- Member of school gymnastic team.
- Member of school senior choir.

ACHIEVEMENTS:

- Participated in Inter House School Athletic Championships.
- Awarded Grade prize for Information Technology at the school Prize giving.
- Awarded Grade prizes for Inter school, all island singing competitions.

PROFESSIONAL EXPERIENCE:

- Presently I work for **Wilhelmsen Ship Service Sri Lanka** as a **Disbursement Accounts Assistant (From 2012 April 16 up to date)**

As the Member of Disbursement Accounts team, my key responsibilities are as follows.

- Follow up outstanding payments.
- Arranging CTM (Cash to master) for the vessel.
- Provide timely information to the senior management.
- Updating the jobs accounts daily with the invoices.
- Coordinating with the centralizing team (international).
- Finalizing jobs accounts on time.

SKILLS & COMPETENCIES:

- **Computer**
Well literate in MS Word, MS Excel, MS Access, MS Power Point
- **Language**
Good command of written and spoken English.

PERSONAL DETAILS:

Full name : Virgine Christina Wijewickrama Gunawardena
Date of Birth : 09th July 1991
Marital Status : Single
Nationality : Sri Lankan

The facts set forth in my application are true and complete, for further details required with regard to my character and ability, I may refer you to.

NON-RELATED REFEREES:

Mr. russel Jurianzns
General Manager
Mabroc Teas (pvt) Ltd
Hunupitiya , Wattala.
Mobile : 0777579793

Mr. Michael Ilangakoon
Operations Manager
McLarens Logistics Ltd
Mobile : 0766393855

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