Dear Sir/Madam,

I am looking for a receptionist position in the Dehiwala/ Mount Lavinia areas as i reside in Attidiya. I can only work from Monday to Friday. I have a combination of three years experience as a receptionist as is mentioned in my C.V which is attached in this email. My expected salary is Rs.30,000.

Best Regards

***Amanda De Silva***  
*52/1, Samagi Mawatha,  
Attidiya, Dehiwala,  
Colombo, Sri Lanka*

# Amanda Judith De Silva

No.52/1, Samagi Mawatha, Attidiya, Dehiwala

Telephone: 0094 0771255361

## Email: amandaj\_1989@yahoo.com

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### ***Experience:***

### 2007 – 2008 Impact Aid/Teardrop Relief.

### *Volunteer*

Worked part time in serving children who were affected by the tsunami

Disaster.

2009 – 2011 Lanka Yalta (PVT) LTD

*Receptionist*

Transferred calls, took messages, maintained filing, all reception duties.

2012 – 2014 Young Asia Television

*Production Assistant*

Worked as a part of the production team on a show called “Connections” in

2012, from around mid 2012 I was the producer of a television talk show

Called “The Interview”. Was also a part of the team that covered the recently

Concluded CHOGM conference. Also wrote narrations for programs, edited articles for a web project.

2014 – Present Academy of Management Education (AME)

*Receptionist/Student Support Officer*

All reception duties, answering calls, writing emails, registering students

***Education:***

**Holy Family Convent, Dehiwala, Sri Lanka.**

*G.C.E. Ordinary Level Examination 2005*

English – A

Health Science - B

Home Economics - C

Christianity - C

Sinhalese Language – S

Dancing – S

Social Studies – S

Best senior drama 2005, English Literary Association.

Organized and Prepared exhibits for the Creations 2004, Educational and

Trade exhibition.

***Skills:***

Followed a course on Audio/Video editing at I.D.M Maharagama.

Course Overview.

Developing the Sound and Video Components of Multimedia.

1)Sound Principles

2)Editing Sound

3)Using moving Digital Images

4)Capturing, Editing, Delivering Video

Adobe Premiere 6.5

Adobe Aftereffects 6

Sonic Foundry Sound Forge 6

***Refrees:***

1.Mr. Prasanna Hennanayaka

Director – Special events to H.E. the President

190/3B, Peter. D.Perera Avenue, Kohuwala, Sri lanka.

Tel : (0094)0777771881

2.Mr. Kevin Nugera

Director – El Latino dance academy

Tel : (0094)0777740388\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_