**CURRICULAM VITE**

Name in Full : Gloria Rose Diana Fernando

Address : # 142/32, GinthupitiyaStreet, Colombo – 13.

Contact No : Land: 011-2341061 Mobile: 077- 0488508

E-mail : [r.dianafdo@gmail.com](mailto:r.dianafdo@gmail.com)

Date of Birth : 27thDecember 1985

Nationality : Srilankan

Gender : Female

Religion : Roman Catholic

Civil Status : Married

N.I.C No : 858621550 V

School Attended : Good Shepherd Convent, Kotahena.

Educational Qualification : **G.C.E.InO/L (Year 2001)**

**Subjects Grading**

Tamil Language B

English Language B

Christianity C

Home Economics C

Mathematics S

Social Studies S

Science S

Art S

**G.C.E. In A/L (Year 2004)**

**Subjects Grading**

Logic S

Political Science S

English S

**Extra CurricularActivities:**

* Representative of English literary union
* Member of Tamil union
* Member of Legion of Mary
* Participated in Class Relay
* Participated in Scot

**Professional Qualifications:**

* Followed MS Excel, Word, Power point, Internet & e-mail
* Followed Advance Diploma in Digital Pre Press
* Followed Diploma in Video Production
* Followed Diploma in Air Line Marketing

**Working Experience:**

* **I worked at M/s. Asian Business College (Pvt) Ltd**

Location : Head Office, No.60, Kotahena Street,Kotahena,Colombo-13.

Designation : “**Chief Counselor cum Receptionist & Administration Officer**

From 19th Sep 2005 - 31st of Aug 2010”

( Full In charge of the Study Centre)

**Duties & Responsibilities**

**Finance**

* Handling petty cash payments & petty cash counts
* Maintain update cash book every day
* Maintaining Deposits Slips & list
* Other General Accounts Related Work of An Account Assistant
* Input Data to the accounting systems (Tally)

**Administration**

* Preparing staff Attendance
* Collection & Data Analyses
* Corresponding with students( Preparing Letter & e-mail)
* Filing Documents as requires
* Maintaining Stock
* Maintaining Students Records
* Conducting Correspondence Examinations

**Working Experience:**

* **I worked at at M/s. EDNA Group- Weightech(Pvt) Ltd**

Location : Head Office, No.257, Grandpass Road, Colombo-14.

Designation : “**Marketing Secretary” (Secretary tothe Marketing Manager)**

From 24th Oct 2011 –30th August 2013.

**Duties & Responsibilities**

* Prepare Sales department quotations &Invoices and make sure it has been received by the customer
* Make sure all the company documents properly placed and filed.
* Answer incoming calls and pass customer inquiries / messages to relevant person.
* Prepare Petty cash ledger accounts in Tally system
* Receipting all the petty cash and cheques
* Responsible for EPF/ETF statements
* Prepare import scales purchase orders
* Maintain all the company stationery items available and order un available items
* Secretarial work of Executive Director when required
* Assisting Accountant in any Accounting work when required
* Maintaining sales call register.
* Updating Daily and Monthly Sales Report and sending to COO& DCEO.
* Handling all correspondence of the sales Division.
* Check all the e-mails of the sales division and pass the message to the relevant person on time.
* Corresponding with customers regarding outstanding payments.
* Cash receipts and banking.

**Working Experience:**

* **I worked at at M/sVinseth Group**

Location : Head Office, No.68, Jethawana Road, Colombo-14.

Designation : “**Asst Secretary” (Secretary to the Company Co-odinator)**

From 2ndSep 2013– Feb 2014.

**Expected Salary Above LKR.25,000/-**

**Names of Referees**

**1.** Ms.Maria Jeyaseelan **2.**Dr.Mrs.Ahila.P.Selvam (M.B.B.S)

Asst.Manager Medi Clinic

(Business Analyst Finance #.58, Brass Founder Street,

& Corporate Planning) Colombo – 13.

Nations Trust Bank Plc. T.P 011-4573551.

Union Place.

Colombo – 02.

T.P 077-4177710.

I am very much confident that I am capable of contributing more towards the betterment of your reputed organization while gaining invaluable experience in my fields of interest. I hereby certify the information furnished above true and accurate to my knowledge.

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**(G.R.DianaF’Do)** **Date**