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|  | * Residence : MEDHA, Masvila, ampegama,   baddegama, GALLE.   * Phone :  071 5819260 | 091 3938528 * E-mail : Chathurya.parakrama@gmail.com |

D.K.C.K.PARAKRAMA

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| **Job Objective and Career Goals** | Seeking challenge to use proven skills in a position to develop and reach fullest potential whilst contributing to the culture, growth and success of the organisation by securing a professional level executive position in a leading business organisation and use my knowledge and skills to understand intricacies of the business. |
| **Professional Experience** | * Work as a Bank Trainee at Bank of Ceylon. * I have one year working experience as an HR Trainee & HR Clerk in Vogue Tex (Pvt) Ltd.Hikkaduwa.   **Job Description**   * Maintain & documentation of personal files. * Preparing HR reports. * Conducting Factory Recruitments. * Conducting Interview. * Preparing Time Attendance Sheets. |
| **Academic Qualifications** | * Studied at – **G/SIRIDHAMMA COLLEGE-LABUDUWA.** * Passed G.C.E. Ordinary Level Examination in 2006 with following results.   Subject Grade Buddhism BEnglish BHealth & Physical Education BSocial studies & History CHorticulture CSinhala Language & Lit. CMathematics CMusic SScience & Technology S  * Passed G.C.E. Advanced Level Examination in 2010 with following results with a Z- Score of 0.4715   Subject Grade Business Studies SAccounting SEconomics S |
| **Professional Qualifications** | **Job Description**   * Successfully completed the Foundation Course in Human Resource Management in Institute of Personnel Management Sri Lanka. * Successfully completed the Certificate Course of Computer Awareness Programme conducted by the Open University of Sri Lanka. * I am a 3rd year student of Higher National Diploma in Management at Advanced Technological Institute in Galle. * Successfully completed the Advanced Certificate in English Language conducted in NIBM. * Successfully completed the award the Fundamentals of Financial Services in Charted Institute for Securities & Investments. |
| **Skills and Competencies** | * **Skills** * Followed the MS- Office (Word, Excel, Power point & Access)   In Institute of The Open University Of Sri Lanka.   * Followed Advanced Certificate Course in English at National Information Of Business Management. * **Competencies** * Actively contributing and participating as a member of a team. * Effective time management skills to meet objectives and strict deadlines. * Ability and willingness to take leadership and responsibility. |
| **Other Relevant Details** | * I have been a Girl Guide in School. * I have been a member of Primary School Western band. * Was the member of School Commerce Society. |
| **Additional Personal** | * Name in Full :Deenamulla Kankanamge Chathurya   Kalpani Parakrama   * Date of Birth : 22nd January of 1991 * Age : 25 years * Temporary Address :Medha, Masvila, Ampegama,   Baddegama, Galle   * Gender :Female * Marital status :Single * National Identity Card no:915222285v * Nationality :Sri Lankan |
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| **Referees** | * Mr.S.N.Karunarathna,   Medical Officer Of Health,  Walivitiya Divitura, A.G.ADivision,  Phone no:0718271270   * Mr.Sampath Hewawasam,   Manager,  Peoples Leasing company & Finance PLC,  Elpitiya  Phone no:0777274673 |
| I do hereby declare that the above details written by me are true and correct. If I am selected as a successful candidate, I shall endeavour my best to perform the work entrusted to me to the best of my ability and to the best of your satisfaction.  23.06.2016 *chathurya*  *Date Signature of Applicant* | |