**CURRICULUM VITAE**

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| Darshana Perera  3rd May 1986  Sri Lanka | |  |  | | --- | --- | | Address: | 110/1, Ambillawatta Rd, | |  | Boralesgamuwa. | | Residence: | 0112517109 | | Mobile: | 0775013150 | | Email: | dperera14@yahoo.com | |

**CAREER OBJECTIVES**

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| **­­­­­­­­­­­To seek a suitable job placement to use my academic and professional skills to work to add values in tangible proportions for my employers, those who select my services.** |

**PROFILE**

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| * Name in Full | : Polwattage Darshana Prasad Perera |
| * Name with Initials | : P.D. P. Perera |
| * Address | : 110/1, Ambillawatta Rd, Boralesgamuwa. |
| * Date of Birth | : 03rd May 1986 Age: 29 Years |
| * Religion | : Buddhist |
| * Civil Status | : Single |
| * Gender | : Male |
| * Nationality * NIC No | : Sri Lankan  : 861240215 V |
| * Schools Attended | : President’s College Maharagama ( 1992-2002) |
|  | : Lumbini Vidyalaya wellawatta (2003-2006) |

**EDUCATIONAL QUALIFICATIONS**

1. Passed G.C.E. Advanced Level Examination (2006)

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| **Subject** | **Grade** |
| Business Studies | B |
| Accountancy | C |
| Economics | S |
| English | S |

1. Passed G.C.E. Ordinary Level Examination (2002)

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| **Subject** | **Grade** |
| English | B |
| Science | B |
| Mathematics | C |
| Buddhism | C |
| Sinhala | C |
| Social Studies | C |
| Music | C |
| Geography | C |
| Commerce | C |
| History | S |

**HIGHER EDUCATION AND PROFESSIONAL QUALIFICATIONS**

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| **Institute** | **Duration & Year** | **Course Details** |
| * University of Colombo | 2005 – 2006 | Successfully completed Certificate course in English Language and obtained a Merit Pass for the final examination. ( 3 Months ) |
| * Wijeya Graphics, Maharagama | 2006 – 2007 | Followed Certificate in Multimedia Course and obtained Certificate. **(Adobe Photo Shop, Illustrator, Page Maker, In Design, Corel Draw & Animation Package).** ( 1 Year ) |
| * Royal Institute of Colombo | 2008 – 2009 | Successfully completed Certificate course in Spoken English and obtained Distinction Pass for Diploma Level at the final examination. ( 1 ½ Years ) |
| * Institute of Personal Management (IPM) | 2009 – 2009 | Followed Human Resources Management Foundation Level & obtained a Merit Pass at the Final Examination. ( 3 Months ) |
| * British Council, Colombo | 2010 – 2010 | Followed General English (Intermediate II) and Obtained Certificate. ( 3 Months ) |
| * Institute of Human Resource Advancement | 2010 – 2010 | Completed Tamil Language Course and obtained a Merit Passat the Final Examination ( 8 Months ) |
| * National Institute of Business Management | 2014 – 2015 | Followed Advanced Certificate in Business Management and obtained Merit Pass at the Final Examination. ( 3 Months ) |

**EMPLOYMENT DETAILS**

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| LankaClear (Pvt) Ltd  **Job Title:** Help Desk Assistant – Bank Support Services | 23rd Oct 2013 – 31st Oct 2015 |

* Handled customer inquiries and complaints through call tracking system (Inbound & Outbound Calls) related to cheque clearing and Electronic payments system. **(**[**SL Rupee Cheque Clearing**](http://www.lankaclear.com/our_customers/index.php)**,** [**SL Interbank Payments**](http://www.lankaclear.com/our_customers/index.php) **system, US Draft Clearing,** [**Sri Lanka Interbank US Dollar On-line Payment System**](http://www.lankaclear.com/our_customers/index.php)**,** [**Common Card & Payment Switch (CCAPS)**](http://www.lankaclear.com/our_customers/index.php)**,** [**Digital Certification Authority (LankaSign)**](http://www.lankaclear.com/our_customers/index.php)**.**
* Handled Back Office Functions as per the banks requirements. ( Passed Adjustment Entries, Issued Copy of CRNs, Issued Original cheques to banks In order to present for Court Cases & Other legal actions and other archival functions related to original cheques)
* Handled weekly Operation Audit.
* Assisted to Department manager in day to day tasks.

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| Venora International Projects (Pvt) Ltd  **Job Title:** Data Entry Coordinator | 18th Mar 2013 – 18st Oct 2013 |

* Handled ERP System and preparing Bill of Quantities as per the Quantity Surveyors Instruction.
* Prepared quotations, call quotations and other Correspondence as per the Department Manager’s request.
* Coordinated with suppliers and purchase the items as per the company standard.

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| Richard Pieris & Company  **Job Title:** Commercial Assistant | 18th Apr 2011 – 18th Apr 2012 |

* Handled procurement system as per the requirements of plantations, departments and factories.
* Processed purchasing Orders and Called quotations as per the company requirements.
* Dealt with suppliers and negotiated the product prices as per the company financial standard.
* Organized the transport for deliver purchased items where necessary.
* Submitted final invoices to the Finance Department for prepared the payments.
* Coordinated with Financial depart and make sure suppliers are received the payments accordance with the given times.

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| Ranvil BPO (Pvt) Ltd  **Job Title:** Outsourced Coordinating Officer at Standard Chartered Bank | 17th Nov 2009 – 01st Oct 2010 |

* Coordinated Data Entry work in Project which was assigned by Standard Chartered bank.
* Feed data to system as per the mandates for Authorized accounts to customers.
* Coordinated day to day functions related to Consumer Banking Operations.

**SPECIAL ACCOMPLISHMENTS**

* I have participated Advanced Excel and word training programme conducted by Distance Learning Centre.
* I have participated Telephone Etiquette & Customer Care Training programme conducted by McQuire Rens & Jones (Pvt) Ltd and Obtained Certificate.
* I have participated RTGS & AML Training conducted by Central Bank of Sri Lanka and Obtained a Certificate.
* Awarded Certificate for excellent services at International Customer Service week.

**EXTRA CURRICULAR ACTIVITIES**

* I have participated in the National Music Festival conducted by the Ministry of Education and Higher Education Unit and Obtained Certificate.
* I have taken part in the Debating competitions while at College – (Year 2004)
* I was the Secretary of the Creative Forum’, a magazine published by the school. (Year 2004 -2005).
* I was the member of Vesak Bathigee Choir and also Christmas Carol Choir in Lanka Clear (Pvt) Ltd.

**SKILL COMPETENCIES**

* Computer Literacy: Microsoft Office word, Excel and Power point. ( 2007/2008 & 2013)
* Familiar with windows 2007 / 2008 & Microsoft Outlook Email 2007 / 2010 & 2013.
* Good Interpersonal Communication Skills and Good Command on English Communication.
* Positive attitude and positive reinforcement.
* Good Sinhala Typing Skills.

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | Mr. Mahasen Wijerathne | **2.** | Mr. Harsha De Silva |
|  | Manager - Plantation |  | Processing Center Manager |
|  | Richard Pieries & Company |  | Lanka Clear (Pvt) Ltd |
|  | Nawinna, Maharagama |  | Bank of Ceylon Mw, Col – 01. |
|  | Tel: 0777 260188 |  | Tel: 077 - 2912696 |

While thanking you for the favour of consideration of my application, I certify that the particulars given above are true and correct.

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| **…………………………………………..**  **Signature** | **…………………………………………..**  **Date** |