

**CHAMARI DEEPTHIKA DIAS**

**No:23, Templar Place, Mt. Lavinia**

**0722845619/0757473599**

**deepthikachamarianne@gmail.com**

**PROFILE**

An accomplished, versatile and results-driven professional with a proven track record in driving sales and increasing revenue, ultimately benefiting the company bottom line

Now looking to secure a challenging and rewarding new role within the service industry, where skills, knowledge and expertise gained throughout previous experience in the private sector can be transferred across and utilized to best effect for the benefit of your organization.

PERSONAL APPRAISAL

* Self Motivated
* Hard Working, Result Oriented
* Willing to learn and grow with the Company

**KEY COMPETENCIES**

* ***Customer Handling***
* ***Correspondence***

**CAREER SUMMARY**

**Presently employed at Data Electronics as an Office Secretary.**

**a)Learnium International School : HR & Administration Works(Contract Basis) from**

1. **to 2015 July**

**b) Sign-Tec : Secretary from 2007 to 2012**

**c)Bently Merchants : Period 2008-2012 Worked as**

**Accounts Clerk/Secretary**

**d)Nirmal Paper Converters : From 2004 to 2008 as Secretary/Administration Exec.**

**e)Hideki International : From 1998 to 2003 as Trainee and then**

**Accounts/Secretary Assistant**

**SCHOOL EDUCATION**

**6. The Results and the Years of Examinations taken during school years.**

# *G. C. E. (Ordinary Level) 1991*

|  |  |
| --- | --- |
| ***Subject*** | ***Grade*** |
| ***Commerce*** | ***D*** |
| ***Mathematics*** | ***C*** |
| ***Social Studies*** | ***C*** |
| ***Science*** | ***C*** |
| **English** | **D** |
| **Religion** | **D** |
| **Art** | **C** |
| ***Sinhala*** | ***C*** |

**Passed the GCE Advanced Level in 1994 in 2 subjects**

**Zoology&Botany: Gained two credits for each subject.**

**PROFESSIONAL QUALIFICATIONS/DEVELOPMENTS**

**2004 -Diploma in Secretarial Studies from Oxford College of Business –Passed with Distinction**

***2004 -Diploma from The International Airline Ticketing Academy (Course Coordinator was Mr. DeepalPerera)***

**2013-Diploma in Inbound & Outbound Tours – Passes with Honours from Superlink Travels. (Short Course)**

**COMPUTER LITERACY**

**MS Office**

**MS Outlook**

**Internet.**

**JOB RESPONSIBILITIES UNDERTAKEN PREVIOUSLY**

**Attend to General Correspondence Work, Coordinate with the Accounts Dept to maintain Attendance Records, Leave records,**

**HR work included typing of Memos, Warning –Letters, Keep records of Contract Agreements, Minutes of Meetings,Overtime-Calculations, Salary, EPF/ETF etc. ,Coordinating with the Company Secretary**

**ACCOUNTING RELATED WORK.**

**Handling petty cash/issuing of invoices/receipts, cheques , vouchers etc.**

**STEPS TAKEN FOR CAREER ADVANCEMENT**

**Presently a Registered Student of AAT, Sri Lanka.**

**A registered student of BCAS to follow the degree LLB from the University of Wolverhampton, United Kingdom**

**OTHER INFORMATION**

**Gender : Female**

**Language Literacy : English/Sinhalese –Fluent Chinese/Korean(Basic)**

**School Attended : Girl’s High School – Mt. Lavinia,**

**Salary Expectation : Negotiable**

**Civil Status : Single**

**I certify that the above particulars furnished by me are true and correct to the best of my knowledge.**

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**C D Dias**

**December 18, 2015**