**CURRICULUM VITAE**

**W.Damindri Chapa Hansini**

No: 52/1, Thambiliwatta,

Makandana, Madapatha.Sri Lanka

Contact: +94112 602514, +94784890359

[damindri.chapa@ymail.com](mailto:damindri.chapa@ymail.com)

**Personal Details**

* Name in Full : Weda Damindri Chapa Hansini
* Gender : Female
* Address : No:52/1,Thambiliwatta, Makandana,Madapatha.
* Telephone: : Home : 0112 602514

Mobile : 0784890359

* E-mail: : damindri.chapa@ymail.com
* Date of Birth : 07th of September in 1990
* Civil States : Single
* School : St. Joseph’s Girl's School, Nugegoda

**Mission Statement**

" To contribute knowledge and skills in finance related areas with a particular emphasis on analysis, investment and management. To apply these in an environment in which these skills will be valued. To have and to create opportunities to improve and broaden skill set to ensure the continued value as an asset to colleagues and to the organization. ”

**Educational Qualifications**

* **G.C.E. Ordinary level examination in 2006**

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBJECT** | **GRADE** | **SUBJECT** | **GRADE** |
| Religion | A | Sinhala | B |
| Drama | A | Social Studies | B |
| Health | A | Development Studies | B |
| Mathematics | B | Commerce | C |
| English | B | Science | S |

* Sat for G.C.E. Advanced level examination in 2010 in science subject

English - S

* After The Advanced Level Examination Followed Programe in Career Guidance and Development Of Institute of Personal Management In Sri Lanka (IPM)-2010
* Successfully completed "Spoken English Course-2010" at The British Council Sri Lanka
* Successfully completed English Certificate Course at University of Colombo.
* Successfully completed Diploma in ICT at IDM Sri Lanka.
* National Certificate in Secretarial course in Lalith Athulathmudali Vocational Training Centre.
* Completed Diploma course in Human Resource Management in Lalith Athulathmudali Vocational Training Centre.
* Successfully Completed Sustainable Environmental &Socio Economic Development Course At Green SL.

**Professional Qualification**

* Following Human Resource Management Courses In IPM. Completed CCHRM.
* Following Executive Diploma in Marketing & Business Development. In SL Foundation in collaboration with SL Institute of Marketing.(SLIM)

**Work Experience**

* Have One &Half year experience As a Internal Trainer (HR Assistant) @ Jay kay marketing of John keells group of company. 2012 Oct-2014 March.
* I Have 1 year experience About Project& Team Coordinating at Green Movement of Sri Lanka.

**Other Skills**

* Dedicated and self-motivated achiever who is committed to success by focusing on hard work and total commitment.
* Ability to work extensive hours and flexible in problem solving.
* Ability to do team work.
* Desire to take up challenges and ability to handle risk.
* Handling EPF/ETF, Attendance & Leave Record.
* Maintain Good relationship without sourced staff & Clients.
* Have good Computer literacy skills
* PRA skills trainer.
* Ability to handle Recruitment Process.
* Ability to handle Pay roll Systems
* Participate Train to Trainer Programs.
* Good in Customer Service & Completed Customer service Module.

**Extra Curricular Activities**

* president of Young Biologist Association.2012/2013.
* Vice President of young Biologist Association.2011/2012
* Treasure of Young Biologist Association(YBA) 2010
* committee Member of YBA ,2008-2009
* Senior Prefect in The School ,2008-2009
* School House Caption ,2008-2009
* President of Environment Society ,2008
* President of Senior Maths Society ,2009
* President of Junior Science Society ,2006
* Chief Organizer of Senior Science Society ,2009
* Committee Member of Intercut club ,2005
* Head prefect of Sripathi Damma School in Kesbewa ,2007-2008

# NAME OF NON RELATED REFEREES

1. Mrs.Sudarshani Bassnayake

Employee Relation Manager,

HR Division,

Jay Kay Marketing,

John Keells.

0771960107

1. Pro.Hiran Amarasekara

Head of Forestry and Environment Faculty

Sri Jayewardenepura University

Tel: 071 4478775

I hereby certify that the particulars furnished by me in the above application are true and correct.

Date: 03:06:2014 Chapa Hansini.

Signature