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**Curriculum Vitae**

## *DILHARA MIHIRANI WEERASINGHE*

1571/12, Sirimal watta 02, Kottawa,Pannipitiya.

Mobile - 0772835128/0724.930056

Residence - 0112.562748

E mail - [Mihirani\_d@yahoo.com](mailto:Mihirani_d@yahoo.com)

**Personal Profile**

Full Name : Dilhara Mihirani Weerasinghe

Address : 1571/12, sirimal watta 02, Kottawa, Pannipitya.

Civil Status : Single

Birth day : 21-09-1984

Tele. No. : 0772835128/ 2562748

E–Mail : mihirani\_d@yahoo.com

Gender : Female

**Working Experiences**

* Employed atHideki International (Pvt) Ltd – as a ServiceCoordinator, since 01st February 2005.
* Employed at Hideki International (Pvt) Ltd – as a Marketing Coordinatorsince01st January 2007.
* Employedat Abans (pvt) ltd - FMCG Channel - as a Department Secretary since 01st November 2011.
* Presently working at Channel Holdings(pvt)ltd – as a Admin Executive

**Professional Qualification**

* Followed A Computer Diploma Course At Lanka Training College, Conducted by Kelaniya University
* MS Word
* MS Power Point
* MS Access
* MS Excel
* Internet & E-Mail
* Successfully Followed A Graphic Designing Course at Wijaya Graphic Designing Centre
* Presently Following Professional Diploma in Management &Diploma in Post graduate management at Aquinas University Colombo 08

**Personal Skills**

* Confident Outlook
* Hard Working
* Self Confidence
* Able to work under Pressure
* Able to work Individually or in a team

**Academic Qualification**

School Attendance: Christ King College - Pannipitiya

G.C.E A/L Examination 2003

Accounting S

Economics C

Business Studies C

General English B

G.C.E O/L Examination 2000

Sinhala C

MathematicsI C

Religion C

Social Studies C

English C

Science I S

Science II S

Commerce S

Maths II S

**Referees:**

1. Mrs Pradeepika Wimalarathne

Private Secretary to former Transport minister

**Ministry of Transport**

Colombo 10

Contact Details:0777.743455

1. Mr.Ruwan Perera

Manager Service Dept (AMANO)

**Hideki International(pvt)ltd**

Colombo 06

Contact Details: 0112.507688/ 0112.507341

1. Mr. Anurada Perera

Manager

**Abans (PVT)LTD – Advertising & B2B Operations**

498, Galle Road

Colombo 03

0112.376000/ 077.7554056

4. Mr. Akila Milinda

Senior Admin Manager - **Channel Holdings (pvt)ltd**

8th Flr, Lucky Plaza Bldg

St Anthonie’s Rd, Colombo 03

0117.617617/0773.339828

I certify that above information are true and correct.

Date: ………………………… Signature ……..……………………………