Dear Sir/Madam,

I am currently looking for job when I was informed that your firm has vacancies and I’m interested in applying for any of your vacant positions. I am confident that my skills and experience in my studies could make a great contribution in your firm.

I would appreciate the opportunity to discuss my qualifications for any of your vacant possition in great detail with you in person at your earliest convenience. My resume is attached for your review.

Thank you for your consideration.

**Name : Dinusha Francista Bastiampillai**

**Address : Mattakkuliya, Colombo 15**

**Contact No. : 077 2569354**

**E-mail : dinushabastiampillai@yahoo.com**

**CAREER OBJECTIVE**

To enhance my knowledge capabilities by working in a dynamic organization that prides itself in giving substantial responsibilities to new talent.

**EXPERIENCE**

From year 2007, assisting in the documentation work of my father who is a Lawyer

### PROFESSIONAL QUALIFICATIONS

* Passed foundation examination of Association of Accounting Technicians of Sri Lanka (AAT)

**Subject Grade**

Basic Financial Accounting C

Business Mathematics & Statics C

Commerce C

Economics C

* Passed Intermediate examination of Association of Accounting Technicians of Sri Lanka (AAT)

**Subject Grade**

Business Law & Management B

Accounting & Control Systems B

Business Communication (1) B

Management Information Systems &

Information Technology Application in Accounting C

* Passed 2 subjects in final examination of Association of Accounting Technicians of Sri Lanka (AAT)

**Subject Grade**

Auditing C

Business Communication (2) C

**EDUCATIONAL QUALIFICATIONS**

* **G.C.E Advanced Level (2007)**

**Subject Grade**

Business Studies S

Accounting F

Economics F

General English B

* **G.C.E Ordinary Level ( 2004)**

**Subject**  **Grade**

English A

Catholicism B

Tamil C

Mathematics C

Art C

Science & Technology S

Social Studies & History S

Home Economics S

**CERTIFICATIONS**

* Diploma in Computer Applications

@ Alaska Info Tec

* Pre Intermediate Course in English Language

@ British Council

**EXTRA CURRICULAR ACTIVITIES**

* Member of Tamil Literary Association at St. Bridget’s Convent
* Good Knowledge in Team works

**SKILLS AND COMPETENCE**

* Ability to work in Microsoft Office (Word, Excel. Power Point and Access)
* Competent in using of Internet and E-mail
* Excellent Interpersonal and communication Skills
* Good knowledge of Basic Accounting

**PERSONAL DETAILS**

* School : St. Bridget’s Convent
* Date of Birth : 4th October 1988
* Nationality : Sri Lankan
* Sex : Female
* Marital Status : Single
* N.I.C. No. : 887780536V

I hereby certify that the above furnished particulars are true and correct to the best of my knowledge and belief.

D.F. Bastiampillai