**CURRICULAM VITAE**

**OF**

**AMASHA ISHANI AMARASINGHE**

“AMARAGIRI”

HIYARAPITIYA

HANDESSA

SRI LANKA

**Tel** +94812316347

+94712825585

**E-mail** [amasha92ish@gmail.com](mailto:amasha92ish@gmail.com)

Driving license Car, Dual purpose vehicle & Motor cycle

**PERSONAL INFORMATION:**

NAME IN FULL : AKMEEMANA PALLIYA GURUGE AMASHA ISHANI AMARASINGHE

DATE OF BIRTH : 3RD MAY 1992

GENDER : FEMALE

CIVIL STATUS : SINGLE

NATIONALITY : SRI LANKAN

NIC NUMBER : 926241206V

SCHOOL : SWARNAMALI GIRLS’ COLLEGE KANDY

**CAREER OBJECTIVE:**

To obtain responsible and a rewarding career position that will fully incorporate, academic and professional skills, knowledge, talents and goals.

**PROFILE:**

I am bilingual and by nature, I am confident, honest, self-motivated, creative, willing to take calculated risks and work effectively as a dynamic team member. My strong interpersonal skills are combined with a flexible, enthusiastic, energetic, very good health and sense of human. I am satisfied with any work place in Sri Lanka with my ability.

**ACADEMIC QUALIFICATION:**

**G.C.E. ADVANCED LEVEL EXAMINATION-2012**

Index Number-5704197

|  |  |
| --- | --- |
| **Subject** | **Grade** |
| Combined Mathematics | S |
| Physics | S |
| Chemistry | S |
| General English | B |

**G.C.E. ORDINARY LEVEL EXAMINATION-2008**

Index Number-5202058

|  |  |
| --- | --- |
| **Subject** | **Grade** |
| Mathematics | A |
| English | A |
| Buddhism | A |
| Drama & Theatre | A |
| Sinhala | B |
| Business & Account Studies | B |
| Science & Technology | C |
| History | C |
| Agriculture | C |

**PROFESSIONAL QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **Name of the course** | **Name of the Institute** | **Course Duration** |
| Spoken & Comprehensive English | American College of Higher Education, Kandy | 3 months |
| Certificate of Completion in Computer Literacy | The Open University of Sri Lanka, Kandy | 4 months |

**EXTRA CURRICULAR ACTIVITIES:**

1. Vice Secretary of the Inter School Buddhist Society (YMBA) 2007-2008
2. A school member of the Doctors’ Union in Kandy 2007-2008
3. A member of the Inter School Media Society (Antharaya)
4. A Committee member of the School Junior Prefect Board 2006-2008
5. President of the school Buddhist Society 2007-2008
6. A team member of the school Net Ball team
7. A member of the school Eastern Band
8. A member of the school IT Club
9. President of the school Science Society (A/L Section)
10. A member of the school Media Unit 2006-2011
11. A member of the school Announcing Group 2007-2011
12. A member of the school Debating Team 2007-2011

**WORKING EXPERIENCE:**

Currently working as a supervisor at Logiwiz LTD under Hayles group of companies, managing the 3PL Warehousing and logistics operations of Unilever Sri Lanka LTD.

Responsibilities & Key Abilities.

* Preparation of Employee Monthly Wages reports.
* Preparation of Monthly Cost details of Warehouse.
* Preparation of Monthly Job card of Warehouse
* Handle Monthly Cash Flow (Petty cash vouchers, ATF vouchers & workers meal allowance)
* Handling of documentations.
* Maintain the Bio Metrics System.
* Maintain Stationeries.
* Coordinate to Manpower Suppliers & recruitment new employees for the Operation.
* Prepare weekly & monthly meeting minute sheet & present to the management staff.

**REFERENCES:**

|  |  |
| --- | --- |
| Mr.P.M.R.S.Pagoda  Manager  HNB Limited  Main Street  Alawwa  Sri Lanka  Tel +94355676052  +94374928864  E-mail alawwa@hnb.lk | Mr.M.B.Sirisoma  Former Chief Secretary  (Central Province)  No:1/1  Kambiyawaththa  Gelioya  Tel +94812310947  +94718237321 |

I assure you that the above mentioned particulars given by me are true and accurate to the best of my knowledge.

**Thank You!**