**CURRICULUM VITAE**

###### C:\Users\Guest\Local Settings\Temp\G7PX9g968052-02.jpg***Lasantha Pradeep Dissanayaka***

###### *5b 21L / A, Housing Scheme, Raddolugama, Sri Lanka*

###### Mobile + 94 776645732

**Email: lasantha.pd@gmail.com**

***To be and active employee who contributes to the mission, vision, and values of the company, and to interact, on a professional level with other employees to give excelent profamance, and to translate my expernace, knowledge, skills and abbilities in to value for the organization.***

**KEY SKILLS**

* Strong organizational, administrative and analytical skills.
* Excellent spelling, proofreading and computer skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to type at least 60+ wpm.

**ACCADEMIC QUALIFICATIONS**

1. **Two Semester Completed BA(Hons) Business Studies in Greenwich University at London United Kingdom.**
2. **Advance Diploma in International Business Management in business & Education Technological Education council (BTEC EDEXCEL)of United Kingdom which is based on NVQ Level 6**

•Field specialization – Business Management

(The Course contents are below)

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| --- | --- | --- |
| ***Subjects followed in first Semester***  Work team communication  Presenting Report  Writing workplace Documents  Writing in plain English  Team Building Communication  Dealing with Conflict  Negotiation Skills  Client Interaction  Element of Business  Marketing Statistics  Economic for Business  Marketing Fundamentals | ***Subjects followed in second semester***  International Business Environment -01  Accounting for Non Accountants  Goal Achievement  Marketing Law  Culture -01 | ***Subjects followed in third semester***  International Business Environment -02  International Marketing  Legal Principal  Finance for International Trade  Developing Business Overseas |

**PROFESSIONAL QUALIFICATIONS**

**ADMINISTRATION ASISSTANT ( 2 years experience)**

**MAS Holldings (MAS Intimates) (Pvt) Ltd.  *(01- 07-.2005 / 2 - 01- 2007 )***

***Duties:***

* *Meeting and greeting clients and visitors to the office.*
* *Maintaing Attendance & preparing daily Absenteeism Report through*
* *Typing documents and distributing memos*
* *Supervising the work of office juniors and assigning work for them*
* *Updating, processing and filing of all documents.*
* *Setting up and coordinating meetings and conferences*
* *Creating and modifying documents using Microsoft Office.*
* *Faxing, printing, photocopying, filing and scanning.*
* *Updating & maintain the holiday, absence and training records of staff*
* *Involvement in social media implementation. .*

**10 months working experience Customer Service at Tesco Supermarket in London and O2 network Customer Service in London.**

***Duties:***

*Assisting in Sales*

**OTHER QUALIFICATIONS**

* *Diploma in Information Communication Technology.*
* *Diploma in Certificate in Clothing Production & Technology (Brandix Collage).*
* *Successfully Completed Course of Work Study Apparel Industry in CITI*

|  |  |
| --- | --- |
| **Software Packages** | MS-Office Suite (Word, Excel, Power point, Project) |
| **Operating Systems** | Microsoft Windows |
| **Other** | Internet and Email |
| **Languages** | Fluent in n both written and spoken English and Sinhala |
|  |  |

* Actively Participate in Various Organizing Activities in the School & Dahmma School.

# EXTRA CURRICULAR ACTIVITIES

* Deputy Head Prefect of Vajirarama Damma School
* I was the secretary of school Astronomy and space science association.
* I was the secretary of school information communication Technology club.
* Active member of media unit.
* Active member of Science club.
* Participated for school sportsmeet.
* Editor of Intract club General Affairs cordinator of Intract club

# PERSONAL PROFILE

* Full Name : Dissanayaka Mudiyanselage Lasantha Pradeep Dissanayaka
* Name with initial : D. M .L. P. Dissanayaka
* Sex : Male
* Date of Birth : 9th of August 1985
* Nationality : Sri Lankan
* Religion : Buddhist

# NON-RELATED REFEREES

Mr Anthony David Hellings

Ms Ashini Baddevithana MB (IT) BSc MIS (HONS)

Programme Manager

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Customer Service leader

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**I hereby declare the particulars furnished by me in the above application are true and accurate for the best of my knowledge.**

**Date Signature**