

Positions

:Human Resources Management-Assistants ,Finance & Accounting- Assistants,School Leavers-School Leavers,

Preferred Job Area

:Colombo

Personal Information

Name

:Pamoda Mandakini Fonseka

Date Of Birth

:05-02-1994

Sex

:female

Married Status

:Single

Nationality

:Srilankan

Permanent living place

:Colombo

Contact No

:0713856729

Address

:No 24, Mangala Mawatha, Bangalawatta, Kottawa

Email Address

:pamodaman@gmail.com

O/L Information

Grade

Sinhala

:B

Science and Technology

:C

Mathematics

:A

History

:A

Buddhism

:A

Information Technology

:C

English Literature

:B

English

:A

Bussiness and Accounting Studies

:B

A/L Information

Grade

Economics

:B

Accounting

:C

Business Studies

:C

General English

:A

Higher Education

Language Skills

| **Language** | **Speaking** | **Reading** | **Writing** | **Listening** | **Letter Writing** | **Article Writing** |
| --- | --- | --- | --- | --- | --- | --- |
| **English** | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> |
| **Sinhala** | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221); background-color: rgb(216, 218, 216) !important;"> |
| **Tamil** | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> |
| **Arabic** | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> |
| **Hindi** | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> |
| **Urudu** | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> |
| **French** | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> | <="" td="" style="box-sizing: border-box; padding: 8px; line-height: 1.428571429; vertical-align: top; border: 1px solid rgb(221, 221, 221);"> |

Computer Skills

Grade

Years

M S Word

Expert

10+

M S Excel

Intermediate

10+

M S Access

Intermediate

10+

Power Point

Intermediate

10+

Internet & Email

Expert

10+

Adobe Photo Shop

Beginner

10+

Software Installation

Intermediate

10+

Work Experience

Position

Years

Sampath Bank plc

Junior Secretary

Currently Working

Driving Skills

Suburbs knowledge

Colombo