***20B2 PuranaVihara Road,***

***Kahalla ,***

***Katugastota,***

***Kandy****.*

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| *Dear Sir,*  ***APPLICATION FOR THE POSTS OF MANAGEMENT COORDINATOR OR ANY OTHER SUITABLE VACANCY (KANDY).***  *I am herewith submitting my Curriculum Vitae for your kind perusal with the following justifications for my suitability to the position.*    ***Academically I am GCE A/L (Commerce) passed, A Diploma holder in Business Management at ESOFT Kandy, Certificates holder for computer course in internet & e-commerce at Amazon Lanka Higher Educational Institute and at IDM NuwaraEliya.***  ***Currently I am Following a Diploma in French at Alliance Kandy and reading for B.A Degree in Languages at University of Kelaniya and English, French and Psychology are the subjects.***  *Just after leaving the school I started my career at* ***Hairu Group of companies in Kandy*** *as a* ***Trainee Management Coordinator*** *to coordinate the Comoros Fisheries Development Project where I excelled my dedicated service to the company betterment during my short tenure.*  *Currently I am working as a Secretary at Faculty of Civil Engineering, University of Peradeniya which is adding much values to my career in dealing with clients in local and overseas as well.*  *I am sure and confident that, with my Academic and Professional qualifications and experience as a Management Coordinator and as a Secretary and with my sound communication skills* ***in English, Tamil, Sinhala, French and Hindhi*** *would definitely back me to meet the exact requirements of the above position that satisfy the entire stake holders and to become an effective team player at your esteem organization.*  *Below , you will find the details of my Academic, Professional qualifications and Experience.*  *I shall be glad to call you at a prearranged meeting time ,should you need more clarification please feel free to contact me on my mobile No* ***071/1896733***  *Anticipating a favorable response after careful scrutiny of the attached resume.*  *Thank & Best regard,*  *Yours' faithfully,*  *Panchali Lane.*   |  |  | | --- | --- | | ***077.jpg*** | ***20B2 PuranaVihara Road,***  ***Kahalla ,***  ***Katugastota,***  ***Kandy****.*  ***Sri Lanka***  *Phone* ***071-1896733***  *E-Mail****:*** [***panchali\_lane@rocketmail.com***](mailto:panchali_lane@rocketmail.com) | | | | |
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| ***LakshithaPanchaliRoshinaLane***  ***Objective*** | | |
| *‘To serve & to share my knowledge & gain experience in a team oriented organization at an executive level while becoming a responsible & valuable citizen to the Mother land ”* |
| ***Profile*** | |
| ***E****nthusiastic & hard working, keen to take up challenges, looking to learn & to be creative. My experience in the field of management coordinating, accounts & Public Relations are added strengths. I possess good communication skills too.* |
| ***Professional Experience*** | |

***10th March 2014 to date***

***secretary - Faculty of CIVIL Engineering, University of peradeniya .***

***RESPOSIBILITIES:***

* *Coordinating with Departmental heads of the faculty and other employees of the Department of Civil Engineering*
* *Letter drafting, and checking letters which was drafted by the heads.*
* *Visa ,Passport and Ticketing handing*
* *Official tour handling*
* *Petty cash handling*
* *Bank works*
* *Taking down meeting minutes*
* *Planning day’s agenda*
* *Maintain the personal files of the Head*
* *Maintaining and updating of the personal and departmental website (Making the detailed report and sending them to the IT Department )*
* *Handling the official email of Professor*
* *Handling International Conference records*
* *Dealing with both national and international scholars*
* *Students attendance handling and mark sheet handling (GP 109)*
* *Handling the reports of upcoming international conferences*

***05thSeptember 2012 – to 31/01/2014***

***Management coordinator -Hairu Engineering Consultancy-***

***RESPONSIBILITIES.***

* *Coordinating with managers and clients*
* *Confirming Managing Director’s appointments with Clients*
* *Visa ,Passport and Ticketing handing*
* *Letter Drafting*
* *Preparation of Attendance Sheet for more than 80 Employees*
* *Taking down Meeting Minutes*
* *Maintaining of company stationery stock book*
* *Maintaining of company kitchen requirements stock book*
* *Handling of petty cash*
* *Faxing and scanning of company’s confidential documents*
* *Interview Scheduling ,calling for interviews*
* *Handling of company’s General Telephone line*

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| ***Professional Education*** | | |
|  | * *Currently reading a Bachelor of Arts (BA)in the languages stream at the University of Kalaniya* * *Successfully completed a French language course at Alliance, Kandy.* * *Successfully completed a Diploma in Business Management at ESOFT kandy* * *Successfully completed a computer course in internet and e- commerce at Amazon lanka Higher Educational Institute.* * *Successfully completed a certificate level computer course at IDM NuwaraEliya.* | |
| ***Secondary Education(English Medium)*** | | |
|  | * *2012 Holy Trinity Central College NuwaraEliya (GCE A/L)*   *General English B*  *Accounts C*  *Economics C*  *Business Studies C*   * *2009 Republican International School NuwaraEliya (GCE O/L )*   *General English A*  *Mathematics C*  *Commerce C*  *Christianity C*  *Sinhala C*  *Health Science C*  *Citizenship Education S*  *History S*  *English Literature S* | |
| ***Achievements & Extra Curricular Activities*** | | |
|  | * *Member of the school volleyball team* * *Member of the school netball team* * *Member of the school choir* * *Member of the Leo Club* * *Was A School Prefect* * *Member of the Girl Guide ( Group Leader)* * *Member of Little Friends* * *Member of the school debate team* * *Took part in all Sinhala, English and Tamil day competitions* * *Took part in track events* * *Took part in field events* | |
| ***Communication Skills*** | | |
|  | * *Fluent in Sinhala, English &Tamil* * *Ability to communicate well with people of different backgrounds* * *Friendly* | |
| ***Preferred Location to work*** | | |
| *Kandy*  ***PERSONAL INFORMATION.***   * *Address             20B2, Purana Vihara Road, Kahalla, Katugastota, Kandy* * *Mobile                 071- 1896733* * *Email* [*panchali\_lane@rocketmail.com*](mailto:panchali_lane@rocketmail.com) * *Date of Birth   27th February 1993* * *Sex                     Female* * *Civil Status         Single*   *Nationality      Sri Lankan*  ***References*** | | |
|  | ***Mr. N.G.Gunarathne***  ***HUMAN RESOURCE DEVELOMENT MANAGER.***  ***hairu group of companies,***  ***No;223, Katugastota road,***  *kandy.*  *Mobile: 077- 4776121*  ***Rv. Father Charles***  *St. Anthony’s Church*  *NuwaraEliya*  *Telephone: 052- 2051297*  *Mobile: 071- 7196566* | |
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