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| **CURRICULUM VITAE**  **Dinushika Roshini Samarathunga**  *No/39B/1/1, Dharmalankara Road, Dehiwela*  *T.P :0713034506/0755069849/0773502800*  Email:Dinuroshini@gmail.com |



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| **CAREER OBJECTIVE** |

To expose self to a challenging opportunity where the focus of my role will allow me to continue myself effectively and efficiently to the growth of an organization by implementing interpersonal skills, myself motivational skills, confidence & innovative thinking in order to back up the smooth flow of the organizational operations and to support in building and relating a strong and better image.

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| **SUMMARY OF SKILLS** |

* Self disciplined
* High degree of flexibility
* High degree of interpersonal skills
* Self motivated
* Quick learner

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| **PERSONAL INTERESTS** |

* Participating events such as health campaigns, Shramadana campaigns & religious activities etc.

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| **PROFILE OF PRESENT EMPLOYMENT** |

**Standard Institute for Business Management –SIBM**

* **Secretary ( April 2014 to date)**

**Star Sports Pvt Ltd (February 2010 to December 2013)**

* **Position: Receptionist**

**Asia Exhibition Pvt Ltd (January 2009 to January 2010)**

* **Position: Receptionist**

***Duties & Responsibilities:***

* Receive, direct and relay telephone messages and fax messages
* Direct the members and the general public to the appropriate staff member
* Pick up and deliver the mail
* Open and date stamp all general correspondence
* Maintain the general filing system and file all correspondence
* Assist in the planning and preparation of meetings, conferences and conference telephone calls
* Make preparations for Council and committee meetings
* Maintain an adequate inventory of office supplies
* Respond to public inquiries
* Provide word-processing and secretarial support

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| **ACADEMIC QUALIFICATION** |

**G.C.E Ordinary Level -2005**

**Gamini Dissanayake National College-Kothmale**

Sinhala A Geography C

Dancing A Science C

Religion A Agriculture C

Social Studies C Mathematics S

English S

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| **EXTRA CURRICULAR ACTIVITIES** |

* Member of the school dancing Society in 2004 & 2005
* Member of the school Prefect Board in 2005

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| **FLUENCY LANGUAGE** |

* Fluent in Sinhala and capable of handling English both written & verbal tasks

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| **PERSONAL PROFILE** |

**Name in full :**  Samarathunga Pangollagegedara Dinushia Roshini

**Date of Birth :** 02-02-1989

**Age :** 25 Years

**Material status :** Single

**Gender :** Female

**Nationality :** Srilankan

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| **NON RELATED REFEREES** |

**Mr. Pubudu Weerasinghe Mr. Muditha Wijekoon**

Accountant Accounts Executive

MAS Intimate (Pvt) Ltd MAS Intimate (Pvt) Ltd

124, Horana Road 124, Horana Road

Panadura Panadura

T.P:+94777223020 T.P:+94773503278

I hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge. I wish to join your company and be an integral part of this prestigious company, giving my fullest co-operation, commitment and support to achieve the goals specified, whilst maintaining high level of integrity and adhering to ethical standards.

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**Signature Date**