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THARUKA LAKSHANI DE SILVA

**PROFILE**

A well-motivated graduate, seeking a career in business management where I can apply my academic knowledge and skills into practise. Innovative, confident and adaptable. Ableto work under pressure, on own initiative and as part of a team.

**Personal Information**

1. Gender: Female
2. Marital status: Single
3. Date of Birth: 16th October, 1989

**Education**

**BSc(Hons) Information Systems with Business Management**

Sep 2008 to Jun 2012

University of Westminster, United Kingdom

(Informatics Institute of Technology, Colombo)

This degree has equipped me with knowledge not only on the technical aspects of business management such as Business Strategy, Organizational Behaviour, Theory and Practice of Business, but also communication and people management skills through the subjects - Interpersonal Skills for Business, Personality Management & Leadership Skills and Business Organization & Communication.

Research & analysis, presentation & persuasions, numerical, organisational and business acumen are the key skills gained during undergraduate studies.

**General Certificate of Education (Advanced Level)**

*Agamathi Balika Vidyalaya, Panadura* (2008)

* Logic and Scientific Method – Grade B
* Sinhala Language – Grade C
* Economics – Grade S
* General English – Grade S

**General Certificate of Education (Ordinary Level)**

*Agamathi Balika Vidyalaya, Panadura* (2005)

* Mathematics – Grade A
* English – Grade B
* Sinhala – Grade B
* Religion – Grade B
* Social Studies – Grade B
* Commerce – Grade C
* Science – Grade S
* Aesthetic Studies – Grade C

**WORK EXPERIENCE**

**Call Center Associate – Sampath Bank PLC**

March 2015 – To date

Liaise and communicate with Sampath Bank Customers in providing necessary information. Guide and advise customers on various available products to suit their needs.

**Computer Trainee – National Youth Award Authority**

**National Youth Services Council (NYSC)**

Feb 2014 – Feb 2015

Communicate with applicants of The Duke of Edinburgh’s International Award programme. Introduce the award programme to new students. Advise and assist students who are pursuing the Duke of Edinburgh’s International Award in Sri Lanka. Monitor correspondence, database management and liaise with local applicants.

**HR Assistant - IE Power Systems (Pvt) Ltd**

Jan 2013 – Jan 2014

Record and monitor employee attendance, prepare pay sheets and salary sheets, assist with EPF / ETF related issues, and various other HR related duties.

**Work placement - IE Technics (Pvt) Ltd**

Sep 2010 – Sep 2011

During this placement year, I was predominantly assigned to the Customer Services department where I was liaising with customers to ensure they are satisfied with their concerns/queries. I was also briefly involved with Production and Marketing departments.

**PRIZES**

* First place in group project at Cutting Edge 2010
* School prize for Logic & Scientific Method in 2006
* Third place in oratorical contest at Language & Literature competition in 2004
* First place in copy writing – English Day 2001

**Extracurricular activities**

* Assistant Secretary – Sinhala Literature Society (2006/07)
* Represented school at Inter-school General knowledge, Speech and Reading competitions (2000/01/02)
* Announcer at School
* Member of Dhamma School debating team

**REFEREES**

Mr. R.L. Ellawala

National Director

National Youth Award Authority

No. 65, Highlevel Road

Maharagama

Tel: 0718013722

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