

# RIDMI JAYASUNDARA

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| 3/16, Pahala Weediyawattha, Yakkala.  Mobile: 077 8141762, Home: 033 2224971  E-mail: ridmijaya@hotmail.com |
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OBJECTIVES

I am extremely motivated to obtainaundergraduate internship placement in your esteemed organization which would help me enhance my capabilities while fulfilling the requirements of my degree program. I am willing to contribute towards the development of the company as an employee andI wish to continue my career forward with greaterresponsibilities in the future as a strategic level internal stakeholder of the company, driving it towards greater heights.

EDUCATION

**BSc in Business Management,**National School of Business Management (NSBM) (3rdyear undergraduate), Expected Graduation in 2016

1st Year Modules2nd Year Modules

Management Process- B+ Human Resources Management – A

Business Communication- B+ Industrial Relations – B+

Financial Accounting-B+ Advance Financial Accounting – C+

Economics-B+ Logistic Management - B

Business Mathematics & Statistic-B+ Financial Management – C+

Managerial Accounting-C+ Quality Management - B

Information & Communication Technology- A Operation Management – B-

Project Management –B+ Strategic Management – B

**GCE (A/L),** Mahamaya Girl’s School Kiribathgoda, Successfully Completed Geography, Political, Science,Sinhala -August 2012

**GCE(O/L),** Bandarawatta School Gampaha, Successfully Completed nine Subjects including Mathematics, Science, English - December 2009

PROFESSIONAL QUALIFICATIONS

* AAT (SL)Foundation & Intermediate Course, JMC Management Center, 2015 (results pending)
* Certificate Diploma Course in Spoken English, British Way English Academy, 2012
* Certificate in Computer Studies, Regent International Institute, 2010

ACADEMIC PROJECTS/ RESEARCHES

* Factors Affecting Green Purchasing Behavior of Sri Lankan Consumers, Research Project, Development of Business Project and Business Research Course Module, 2014(to be completed by October)

WORK/ ORGANIZING/ VOLUNTEER EXPERIENCE

* Tic Tac Toe game, Artificial Intelligence

Volunteer,

* Rotaract Club in NSBM (Community Organization)
* CSR Fund Raising Activity
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EXTRA – CURRICULAR ACTIVITIES

UNIVERSITY

* Member of association in Logistic Management Students, NSBM, 2013

SCHOOL

* Member of English Literary Association,2007-2008
* Member ofSinhala LiteratureAssociation, 2008-2009
* Junior Prefect2007 - 2009
* Junior Treasurer of Social Services Club 2008- 2009
* Member of Environmental Society2010- 2011

OTHER

* Manager External Relations, International Movement for Community Development, 2013
* Director International Understanding, Rotaract Club of Battaramulla, 2

SPORTS

UNIVERSITY

* Member of Chess Team, NSBM-2013
* Member of School Chess Team -2010

SCHOOL

* Member of SchoolBadminton Team-2008-2009

ACHIEVEMENTS

UNIVERSITY &SCHOOL

* Championships in Netball and Chess Tournaments
* Winner in English and Sinhala Public Speaking, Writing and General Knowledge Competitions

OTHER SKILLS

* Excellent in MS Word,MSExcel,MSPower Point,MS Access, MS Project
* Creative and logical thinker with strong analytical and problem solving skills.
* Excellent organizational skills, able to work methodically and adapt to changing priorities.
* Good interpersonal skills developed via group projects
* Fluent in English (Verbal and Written)

*PERSONAL INFORMATION*

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| * **Name in full** | : Jayasundara Pathirannehelage Ridmi Nayanahari Jayasundara |
| * **Date of Birth** | : March 11, 1993 |
| * **NIC** | : 935713188V |
| * **Gender** | : Female |
| * **Nationality** | : Sri Lankan |
| * **Religion** | : Buddhist |
| * **Marital Status** | : Single |
| * **School(s) Attended** | : Mahamaya Girl’s School Kiribathgoda  Bandarawatta School Gampha. |
| * **University** | : National School of Business Management (NSBM) |
| REFERENCES |  |
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| **Mr. Reyency Wijethilaka** | **Mr. Maxi de Silva** |
| Former Chairman of HNB,  No:61,Alexandra Place,  Colombo 07.  Mobile: 0777-367777 | Former Senior Deputy Direction of BOI  CMC Project Office,  Maligawatta  Maradana  Mobile:077-3457798 |
| *I hereby certify that the above mentioned particulars are true and correct to the best of my knowledge.* | |

**J. P. R. N. Jayasundara Date: 22-12-2015**