# 

**PROFILE**



**UDARI POORNIMA PEETER**

Curriculum Vitae

**Udari Poornima**

FULL NAME

Udari Poornima Peeter

NAME IN USE

Udari Poornima

MY MOTTO

Pleasure in the job puts perfection in the work.

CONTINUOUS IMPROVEMENT

Skills, Communication and Attitude

CONTACT INFORMATION

Address : No: 53, Ranavirugama, Nittambuwa Skype: Udari1994

Mobile : 0770547764, 0755126188

E-Mail: [udari.poornima.94@gmail.com](mailto:udari.poornima.94@gmail.com)

PERSONAL INFORMATION

Nationality : Sri Lankan Gender : Female

Date of Birth : January 04, 1994 Age : 21 Years

Marital Status : Single NID : 945044764 V

University : University of Colombo School of Computing (BIT)

CAREER OBJECTIVE

To be able to work and contribute my knowledge and skills in a company of goodwill and to be able to obtain a responsibility with positive development and dynamic nature which will broadens the skills professionally which are interpersonally which are significant in achieving corporate goal.

KEYS OF SUCCESS

Java Scrip

Html

XML

CSS

Programing Basic Knowledge

Java Basic Knowledge

Office Package – Microsoft & Open Office (Word, Excel, Power Point, Access)

Internet & E-mail

Hardware Knowledge

Booking Airline’s Reservations – Amadeus

Curriculum Vitae

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CAREER SUMMARY

**Designation Employer Period**

Sectary Ministry of Youth Affairs and 2014 May – 2015 Mach

(Trainee) Skills Development, Sri Lanka

EMPLOYMENT BACKGROUND

**Designation**

Sectary (Trainee) - 2014 to 2015 March

**Responsibilities**

* Convening and servicing annual general meetings of the Institute
* Providing support to the director and other colleagues to complete their work
* Implementing procedural/ administrative systems
* Handling correspondence of the whole departments of institute.
* Writing reports / letters / notices etc. (able to handle all kinds of computer works ex; office Package/ Internet etc.)
* Collecting information
* Providing legal / financial advices
* Managing office space/ premises/ property

EDUCATIONAL QUALIFICATIONS

**•Bachelor Degree – BIT** (Still doing) 2014-2016

University of Colombo School of Computing Medium of Instruction – English

**•International Airline Ticketing Academy – Ticketing Diploma 2014**

Amadeus Medium of Instruction – English

**• Information Communication Technology Technician (NVQ Level 4 in UK)** 2014 – 2015

Vocational Training Authority of Sri Lanka Medium of Instruction – English

**• Advanced Course in Microsoft Office - Institute of Computer Technology**

I have “B” pass at the final examination Medium of Instruction – English

**• Secondary School –Clifton Girl’s High School, Sri Lanka**

* Completed G.C.E. A/L Examination2013

Subjects: Sinhala, Logic, Economic

* Completed G.C.E. O/L Examination 2009

Curriculum Vitae

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EXTRA CURRICULAR ACTIVITIES

* Won the District First in Football (2007)
* Member of the college ADIC (Alcohol and Drug Information Centre)
* Member of the college Football Team
* Member of the college Debating Team
* Took part in the activities of the college Sinhala / English Literary Association
* I was participated by the Youth cooperation training camp in the ATHTANAGALLA YOUTH CENTER. In 21th October – 23th (2005)
* I was 2nd place of High Jump event in under 13 age group at the School Sports Educational Division –Athtanagalla (2005)
* I was 3rd place of Inter School Girls Football Tournament event in under 13 age group at Unitd Sports Club Tournament (2005)
* I was 3rd place of High Jump event in under 13 age group at the School Sports Education Zone-Gampaha (2005)
* I was 2nd place of the Girls Football event in under 15 age group Inter School Sports Meet-Gampha (2006)
* I was participated by the Women’s Club Tournament (Football Federation Of Sri Lanka) at the police ground Bambalapitiya (2007)
* I was participated by the KRIDA SHAKTHI training program in Ministry of sports and Educational Department (2007)
* I was 1st place of Girl Football Club Tournament event in XXXIII JATHIKA MAHA KRIDA ULELA (2007)
* I was member in National Women’s Football team. Since (2007-2009)

LANGUAGE PROFICIENCY

French – Low

English – Speaking, Reading, Writing, Understanding

Hindi/Urdu – Understanding

Sinhala - Speaking, Reading Writing, Understanding

Tamil – Understanding

NON RELATED REFEREES

1. Mrs. G.M.S.Perera

Assistant Director Ministry of Youth Affairs and Skills Development, Sri Lanka

Sri Lanka.

Email – sanjeewa@vtasl.gov.lk

Telephone - +94 712727207

2. Mr. Saman Dissanayake (Managing Director)

Dolex Interior Design LLC

Email – sam@dolexinterior.com

Telephone - +971 52 6375826 (Mobile)

I do hereby certify and declare that the above furnished details are correct and true to the best of my knowledge and I will ensure that I discharge my duties to the best of my ability, diligently and dutifully if I’m found to be suitable to be employed in your prestigious organization.

Date Udari Poornima

Dear Sir / Madam,   
I'm Udari Poornima. Please refer attached here with my resume for more details.

As per now, I am looking for to grow professionally in a way to become an  
asset for the company.  
Please feel free to contact me at any time.

Looking forward to hearing from you soon.

Sincerely Yours,  
Udari Poornima