



Curriculum Vitae

Name : U.A.Sandeepani

Address : No.8/2, Lake Road, New Town, Polonnaruwa.

Email : ayonasandeepani1997@gmail.com

Mobile : 0703887474/0773080664

PERSONAL PROFILE

I am an energetic and enthusiastic person who enjoys challenges and achieving personal goals. My present career aim is to work in Human Resource Management because I enjoy working with different people. The opportunity to learn new skills and work with new technologies is particularly attractive to me.

EDUCATION

- G. C. E. Advance Level (2017) - Index Number 7035438 .Royal Central College - Polonnaruwa (2017 August)
- G.C.E. Ordinary Level 2013 - Index No 33488100. Royal Central College - Polonnaruwa (2013 December)

PROFESSIONAL QUALIFICATION

- ❖ Successfully completed human resource management certificate course in open university sri lanka(2021)
- ❖ Successfully completed Certificate Course in S & U Accountancy, Polonnaruwa.
- ❖ Successfully completed NVQ-4 in General Clerk, NAITA, Polonnaruwa.

EXTRA-CURRICULA

- ❖ I was a member of "Math's" Association, Royal Central College.
- ❖ I was a member of "Commerce " Association, Royal Central College.
- ❖ I was a member of "National Youth Services Council", Polonnaruwa
- ❖ I was a member of "School NetBall team", Royal Central College
- ❖ I was won 3rd place in the 400m under seventeenth, Royal Central College

Training Experience

- ❖ One year training experience at S & U Accountancy, Polonnaruwa.

Working Experience

- ❖ Two years of receptionist at Hotel Sudu Araliya, Polonnaruwa.

PERSONAL INFORMATION

- ❖ **Full Name** -Udugamayalage Ayona Sandeepani
- ❖ **Date of Birth** -15/10/1997
- ❖ **District** -Polonnaruwa
- ❖ **Nationality** -Sri Lankan

COMPETENCIES

- ❖ Fair knowledge in Hotel Management System.
- ❖ Ability of Convincing & Persuading People.
- ❖ Strong written and Verbal Communication Skills of English with IT Skills Decision Making Ability with Leadership Skills
- ❖ Possess a good working knowledge on internet and E-mail related activities
- ❖ Verbal and writing communication skills (English & Sinhala)
- ❖ Proven ability to work independently and in a team as appropriate.
- ❖ Self-confidence and Self-motivated; Commitment to Achieve a given Task
- ❖ Openness to Change and Response to Change.

COMPETENCIES

Ms.Dilini Madhubashini,

Human Resource Manager,
Hotel Sudu Araliya New Town
Polonnaruwa.
Mobile :0712111965

Mr.Sameera Dissanayake
Operation Manager,
Hotel Sudu Araliya,
New Town,
Polonnaruwa.
Mobile : 0763516068

Thank you.

U.A. Sandeepani

.....

03/14/2022