

# H. T. Premachandra

I am a self-motivated individual with a proven track record as a Management Assistant with 04 years of experience. I put my heart into what I do and will always strive to deliver my best possible. I'm loyal and I am willing to go the extra mile. I could work in any circumstance either as a part of a team or with minimal supervision.



tharindulivingcl@gmail.com



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279/a, Gedabaduwa Road,  
Kindelpitiya, Welmilla,  
Bandaragama



06 May, 1993

## SKILLS & SPECIALTIES

Computer Applications  
Proficiency (MS windows,  
office, outlook, teams etc.)

Strong Language &  
Communications Skills

Hardworking and Self  
Motivated

Multi Tasker

Quick Learner

## LANGUAGES

English  
*Full professional proficiency*

Sinhala  
*Native/Bilingual proficiency*

## PERSONAL PROJECTS

Built a personal portfolio/webpage  
to display my profile online  
2019  
<https://tharindu01.github.io/tharindu>

## WORK EXPERIENCE

### Management Assistant

Telecommunications Regulatory Commission of Sri Lanka  
*06/2019 to present (4+ years)*

### Sales Consultant

Ceylinco Life Insurance Company Ltd  
*07/2014 - 03/2015*

## EDUCATION

### Diploma in English

Aquinas College of Higher Studies  
*2015 - 2016*

### General Certificate of Education (Advanced Level)

Bandaragama National School  
Commerce Stream  
*2012*

- |             |     |                    |     |
|-------------|-----|--------------------|-----|
| • English   | - A | • Business Studies | - B |
| • Economics | - B | • Accounting       | - C |

### General Certificate of Education (Ordinary Level)

Bandaragama National School  
*2009*

- |                         |     |               |     |
|-------------------------|-----|---------------|-----|
| • English               | - A | • Buddhism    | - A |
| • Health & Phy. Studies | - A | • Mathematics | - B |
| • Citizenship Education | - B | • History     | - C |
| • Sinhala               | - C | • Science     | - S |
| • English Literature    | - S |               |     |

## OTHER INFORMATION

### Bachelor of Information Technology

University of Colombo – (External)  
*2016-2018*  
*Unfinished*