

H. T. Premachandra

I am a hardworking, motivated and a passionate individual with a proven track record as a Management Assistant for the past 2.5 years. I always strive to achieve the highest standard possible, at any given task and in any situation. As a self-motivated and trust worthy individual 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
Full professional 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 - 12/2021

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
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)
Not yet completed