**Résumé**

Asanthika Rajapakshe

No.39/11,1/1, St. Rita Road, Mountlavinia, Sri Lanka

Mobile: +94 778623708 • E-mail: yohadine@yahoo.com

Date of birth: 28/10/1985

Personal Statement

I’m highly trained and trustworthy person. The professional exposure extends in a range of fields including variety of computer software packages, documentation and clerical works. An excellent communicator and a charismatic leader with good organizational and analytical skills and able to handle a multitude of tasks efficiently ensuring the organizational goals are met while remaining calm and good humoured under pressure and with a proven ability to be reliable.

Employment History

* At present I have my own cake business and I am an experienced **cake baker & designer since 2012 .**

My social media page is **www.facebook.com/YANC123/**

* worked as an **Export shipping Executive** at Star Lanka (Pvt) Ltd, Colombo, Sri Lanka **-**May 2006 - January 2008 (1 year 9 months)

Job Functions and Responsibilities

* + Preparing & sending release orders to the customers.
	+ Preparing & issuing BLS
	+ Communicate with foreign agents & customers.
	+ Preparing & issuing invoice to the customers.
* worked as an **Account Assistant** at Capitol Overseas Courier Service (Pvt) Ltd, Colombo, Sri Lanka- February 2005-April 2006 (1 year 2 months)

Job Functions and Responsibilities

* + Handle Debtors and Creditors
	+ Salary, EPF & ETF preparation
	+ Transaction submissions using Sage Accounting Software Package

Higher Education

* Successfully completed a certificate course in **Computer Studies** at Raiwind Computer Institute in Sri Lanka. (Year 2001-2002)
* Successfully completed a **Diploma in English** at London Business School in Sri Lanka.

 (Year 2003)

* Successfully completed a certificate course in **Practical English at the intermediate level** at The British English School in Sri Lanka (Year 2004)
* Successfully completed **Cake Decorating**  and **Cake Baking** courses under famous cake designer Mrs.Nayomi Jayamaha at Nayomis in Sri Lanka (2012)

Primary and Secondary Education

* **Secondary Education – A.Rathnayake Central College, Kandy, Sri Lanka**

General Certificate of Education - Advanced Level, Year 2004

|  |  |
| --- | --- |
| Business Studies | B |
| Accounting | C |
| Economics | C |
| General English | C |

* **Primary Education – A.Rathnayake Central College, Kandy, Sri Lanka**

General Certificate of Education - Ordinary Level, Year 2001

|  |  |
| --- | --- |
| Science | A |
| Sinhala & Literature | A |
| Buddhism | A |
| Social Studies & History | A |
| Typing & Shorthand | A |
| Mathematics | B |
| Dancing | B |
| English | C |

References

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| Mr. Thanuj Fernando CEO, Unicorn International(Pvt) Ltd, No 207, Lion City, Liyangemulla, Seeduwa, Sri Lanka, Mob:+94 77 2387 600 thanuj@unicornintl.com |  |

I hereby solemnly declare and certify that the particulars furnished above by me are true and correct to the best of my knowledge.

**Asanthika Rajapakshe**