



V.A.S.M.JAYALATH

HR & ADMIN OFFICER

✉ “SIRIPAYA”, FRUIT HILL, HATTON
☎ 070-4011862 / 077-3011862
@ madujayalath28@gmail.com

PROFESSIONAL PROFILE

A Self-motivated undergraduate and Professional HR & Admin Officer with over two years and six months experience. My Unique professional aim is to enhance my knowledge and Capabilities by working in a Dynamic Organization that prides itself in giving Substantial responsibility to new talent.

PERSONAL DETAILS

Name in Full	Vidhana Arachchilage Shanika Madushani Jayalath
Gender	Female
Date of Birth	28.05.1996
Nationality	Sri Lankan
Civil Statues	Single
N.I.C.Number	966492767 v
Driving License	B4187751
School Attended	Sri Pada Central College, Hatton

SKILLS

- Pleasant Personality.
- Presentation Skills.
- Adaptable.
- Quick Learner.
- Leadership.
- Effective Communication Skills in all three languages.
- Fluent in reading & writing in English and Sinhala.
- Computer Knowledge and practically use of Microsoft Office, Out Look.

EXTRA CURRICULAR ACTIVITIES

- President of the Junior English Literary Association
- Member of the Junior and Senior Prefect
- Member of Girl's Scout Team
- Member of the "CCW Api Wenuwen Api" team.

WORK EXPERIENCE

- Currently working as HR Officer at dkw-Aqua International (Pvt) Ltd.
- I have worked as an Administrative Officer at Courtaulds Clothing Limited – Watawala Plant.(11.02.2019 – 30.11.2019)
- I have worked one year as an Administrative Officer at Data Acquisition Design (Pvt) Ltd. (26.02.2018 – 09.02.2019)
- I have completed six months' probation period at Data Acquisition Design (Pvt) Ltd. (26.02.2018 – 01.09.2018)
- I have completed six months Industrial Training Programmer at Sri Lanka Telecom PLC.
(20.03.2017 – 19.09.2017)

PROFESSIONAL QUALIFICATIONS

INSTITUTE	COURSE TYPE	DURATION	QUALIFICATION
Institute of Personnel Management	Professional Qualification in Human Resources Management	2 years & 3 months	Reading
Institute of Personnel Management	Certificate Course in Human Resource Management	3 months	Qualified
British Way English Academy	Diploma in English	4 months	Qualified
Institute of Western Music & Speech	All Island Graded Examinations	2 years	Qualified
DCS Education	Information & communication Technology	3 months	Qualified

EDUCATIONAL QUALIFICATIONS

- Passed G.C.E. Advance Level (Sinhala medium) in 2016

INDEX NUMBER: 3400158

Subject	Grade
Economics	B
Accounting	B
Business Studies	B
General English	S

- Passed G.C.E. Ordinary Level (Sinhala medium) in 2012

INDEX NUMBER: 24023540

Subject	Grade	Subject	Grade
Buddhism	A	Health	B
Dancing	A	Business & Accounting	B
English	B	Mathematics	C
Sinhala	B	History	C
Science	B		

NON-RELATED REFEERS

Name	Dr.Konesh	Mr.K.M.J.Bandara	Mr.Sarath Jayasooriya
Post	Director	Asst.Admin Manager	Former vice mayor
Address	Data Acquisition Design (Pvt) Ltd, No 02, Karagampitiya Cross Road, Dehiwala	CCW, Hatton Road, Watawala	No-279, Fruit Hill, Hatton
Tel:	071-5955047	077-0254495	071-4118795

I hereby state that the above particulars furnished by me are true and accurate to the best of my knowledge.

V.A.S.M.Jayalath