

E. RASHMI NAVODA

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CAREER OBJECTIVE

A dedicated and hardworking individual seeking an opportunity to support educational projects, data entry, document management, and tutoring by leveraging strong academic background, subject knowledge, and organizational skills.

EDUCATIONAL QUALIFICATIONS

- **G.C.E. Advanced Level (Bio Science Stream)** — *Awaiting Final Results*
 - **Biology MCQ:** 44 / 50
 - **Chemistry MCQ:** 40 / 50
 - **Physics MCQ:** 39 / 50

ACHIEVEMENTS & EXTRA-CURRICULAR ACTIVITIES

- **All-Island Merit / Certificates:** Sinhala Language Competitions
- **All-Island Merit / Certificates:** English Language Competitions

KEY SKILLS & COMPETENCIES

- **Teaching & Tutoring:** Capable of tutoring O/L and A/L students, creating study materials, and marking past papers.
- **Language Proficiency:** Fluent in both Sinhala and English (Medium of Instruction & Communication).
- **Document Management:** Proficient in typing, formatting, and organizing educational documents, notes, and exam papers.
- **Data Entry & IT Skills:** Accurate data entry using MS Word, MS Excel, and digital document conversions.