



# CURRICULUM VITAE

## LAKSHIKA DAYANANDA

My name is Lakshika Dayananda. I have background in Graduate and as a government server in Sri Lanka. I am confident that my qualifications and skills could make contribution to the any company in administrate, customer care ,keeping good relationship with community, handling and solving problems. I am a person who can work well as part of team and on my own .I am also hardworking eager to learn.

### PROFILE

Date of Birth : 24<sup>th</sup> March 1987  
Gender : Female  
Nationality : Sri Lankan  
Passport no : N9165685  
Visa Status : Visit Visa

### CONTACT

T:P: +971563781357  
Whatsapp : +94765605464  
Email : lakshikadayananda100@gmail.com

### SKILLS

Ms Word  
Ms Excell  
Ms Power point  
Ms Accses  
Out Look

### HOBBIES

Travelling  
Music  
Reading

### LANGUAGES SKILLS

English - Writing, Reading and Spoken  
Tamil - Writing and Reading  
Hindi – Spoken

### EDUCATION

- 2018/2020 – Followed a Higher Diploma in Social Work at National Institute of Social Work
- 2019 – Completed Bachelor of Arts Degree at University of Kelaniya
- 2018/2019 – Followed a Diploma in English at University of Rajarata
- 2014 – Followed a Diploma in English at National Youth Services Council
- 2006 – Pass G.C.E A/L exam within three 'A' passes in Arts
- 2003 – Pass G.C.E. O/L exam within five 'A' passes, one 'B' pass, one 'C' pass and one 'S' pass.

### EXPERIENCE

I have 6<sup>th</sup> months banking experience as a trainee cashier in People's bank PLC a government bank in Sri Lanka.

I have two years working experience as a Receptionist in Trendy Connections (pvt) Ltd. In Sri Lanka

I have 2 years working experience as a Sales Representative and cash handling in Trendy Connections (Pvt) Ltd.

I have 1 year working experience as a HR Assistant in Trendy Connections (Pvt) Ltd.

Have 6years over working experience as a Village Administrative Assistant cum Customer Care Assistant in Sri Lankan Government Service. My job role was building a good relationship with rural community, solving their problems, helping them to improve their life style skill and achievements ect:.

I have 5 months work experience as a receptionist in SS Marketing Management Dubai