

KAVINDI NIPUNIKA JAYAWARDENA



"I am looking for an opportunity to develop my career in HR & Administration sector. I wish to work in a dynamic organization that will contribute to my professional and personal growth while I contribute to the growth of the company as well as engage in opportunities to further the company goals."

EXPERIENCE

December 2021 – May 2022
Centre for Peacebuilding & Reconciliation

Administrative Assistant

- Carries out administrative duties such as filing, typing, copying, scanning etc.
- Schedule and assign administrative projects and expediting work results
- Exhibit polite and professional communication via phone and emails
- Develops administrative staff by providing information, educational opportunities, experiential growth
- Answer phone calls, schedule meetings and support visitors
- Preparing reports and maintain appropriate filing systems

August 2019- November 2019
Red Cross Society Sri Lanka

Project Assistant/ Volunteer

- Report writing and coordinating ongoing project
- Handling Professional Communication Via Phone, E-mails
- Schedule meetings & Field visits

October 2015- February 2017
Ecole Language Institute

Junior English Teacher

- Train students for exams and improve students writing skills
- Plan and prepare lessons

PROFESSIONAL QUALIFICATIONS

Diploma in Chartered Institute of Personnel Management, Sri Lanka

Diploma in Professional Human Resource Management (HRM)

Diploma in Teaching
National Academy of Teacher Training and Education, Dubai, United Arab Emirates

- Diploma in Early Childhood Education and Care
- Diploma in Special Education Needs
- Phonics Teacher Training

EDUCATION

Bachelor's Degree in Social Sciences
Faculty, University of Kelaniya, Sri Lanka

Peace and Conflict Resolution (Hons) English Medium with Second Class Upper Division (GPA 3.82)

Visharad Sangeetha Vidyapeeth
Lucknow, India

Bharatha Natyam Vishard with Distinction Pass

- G.C.E Advanced Level- 3 Distinction Pass (2015)
- Successfully completed Computer literacy (office) with Merit Pass

SKILLS

- Excellent communication
- Inter-personal skills
- Time Management
- Multi-tasking
- Adaptability
- Teamwork
- Leadership
- IT literate

PERSONAL DETAILS

Full Name : Mahappu Thananthirige

Kavindi Nipunika

Jayawardena

Date of Birth: 15.10.1996

Nationality: Sri Lankan

Civil State: Married

Visa Status: Husband Visa

Gender: Female

CONTACTS



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Business Bay, Dubai, United Arab
Emirates

REFERENCES

(Available Upon Request)