

# PIYUMIKA ISURUMALI GUNARATHNA



## CONTACT

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## PERSONAL DETAILS

Date of Birth : 02/12/1999  
Marital Status : Single  
Nationality : Srilankan  
Gender : Female  
NIC No : 998370418V

## SKILLS

Team work  
Problem Solving  
Attention To details  
Time Management  
Flexibility  
Customer Service  
Communication  
Decision Making

## LANGUAGES

English

## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EDUCATION

### Ku/ Sri Nissanka College

2015  
GCE OL Examination

### Vision English Academy

2016  
English Course

### Ku/Sri Nissanka College

2018  
GCE AL Examination

### College of Technology

2019  
Secretarial Practice Course - NVQ Level 4 (English Medium )

### IMBS Green Campus

2021  
Diploma In Human Resource Management

### IMBS Green Campus

2022  
Diploma In Information Technology

## EXPERIENCE

### Management & Financial Solutions PVT (LTD )

2020 - 2021  
Secretary  
I have one year working experience as a **Secretary** Management & Financial Solutions PVT LTD

### Samurdhi Bank - Mallawapitiya Branch

2021 - 2022  
Computer Operator  
I have one year working experience as a **Computer Operator** in Samurdhi bank

### Hela Apparel Holdings

2022 - 2023  
HR Assistant  
I have one year working experience as a **HR assistant** in hela apparel holdings