



J. M. NIRMALA DE SILVA

E: nirmalascjm@gmail.com

Phone: +94706115847

Dynamic and innovative professional with a passion for generating fresh ideas and a relentless commitment to delivering exceptional results. Known for a strong work ethic and the ability to turn creative concepts into tangible achievements. Seeking opportunities to leverage my unique skill set and drive positive change in a dynamic work environment.

WORK HISTORY

Indrasekara Construction (PVT)

10/06/2004 – 31/12/2016

Assistant Accountant

- Prepare and present accurate and timely financial reports.
- Collaborate with other departments to create and monitor budgets, as well as assist in financial forecasting
- Oversee and manage accounts payable and receivable processes, ensuring timely payments and collections.
- Assist in both internal and external audits by providing accurate documentation and responding to auditor inquiries.
- Monitor and analyze expenses to identify cost-saving opportunities and improve overall financial efficiency.
- Work closely with other departments and management to provide financial information and support strategic initiatives.

Supem Uyana Centre for Differently Abled Children

2017 – 2020

Assistant Teacher

- Provide support to the lead teacher in managing the classroom.

- Modify and adapt instructional materials to meet the unique needs of each student.
- Assist in managing and addressing challenging behaviors.
- Maintain open and effective communication with parents, guardians, and other members of the educational team, such as therapists and counselors.
- Assist students in developing daily living skills.
- Familiarity with and the ability to use assistive technology and tools.
- Exhibit a high level of patience, empathy, and understanding.
- Prepared to handle crisis situations and emergencies effectively.

Akinra Ice Cream (PVT) LTD

Since 02/10/2020

Management Trainee

- Liaising with business partners to understand business development opportunities and assisting the department head in instructing transaction.
- Receiving training and performing duties in several departments, such as credit, customer relations, accounting and sales
- Developing and maintaining relationship with existing and new customers.
- Participating in the recruitment process.
- Updating and publishing posts on social media and web site.

KEY SKILLS:

- Creative problem-solving
- Innovative thinking
- Strong work ethic
- Adaptability
- Collaboration and teamwork
- Self-motivated
- Strategic planning
- Results-oriented

EDUCATION

- G.C.E. Ordinary Level Examination – Sacred Heart Convent, Galle, Sri Lanka 1999
- G.C.E. Advanced Level Examination – St.Mary’s Convent, Matara, Sri Lanka 2002
- MS OFFI PACKAGE at IDM Institution, Galle. 2003

- Bachelor of Arts - University of Kelaniya, Sri Lanka 2015
- Teaching, Training, and Caring of Mentally Retarded Persons at the Ceylon
- Association for the Mentally Retarded 2017
- Diploma in Special Education - National Institute Of Education, Sri Lanka 2019
- Transformative Leadership Program 2019

LANGUAGES

- English
- Sinhala

I hereby certify that the above particulars are true and correct to the best of my knowledge.