



NIMESHA SEWWANDI

PassportNo. :N11520031
Dateofbirth :1995.12.20

PROFILE

A diploma holder in Accountancy with strong Microsoft Office skills, adept at financial management and data organization. Experienced in customer interactions, delivering excellent service, and fostering teamwork in diverse environments. Proficient in handling administrative tasks and ensuring efficient workflow within dynamic workplaces.

CONTACT

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EDUCATION

Sri Lanka Institute of Advanced Technological Education (SLIATE)- Badulla, Sri-Lanka
2016-2020
Higher National Diploma in Accountancy

National Youth Service Council-Badulla, Sri-Lanka
06 Months
Certificate in Computer Literacy

National Youth Service Council-Badulla, Sri-Lanka
06 Months
English Certificate Course

WORK EXPERIENCE

Sales Representative & Cashier (2016-2018)
Sales Representative - Max Dress Point Clothing Store (01 Year)
Friendly and customer-focused sales representative with experience in retail clothing sales. Strong communication and teamwork abilities to ensure excellent service and boost sales.

Cashier - Max Dress Point Clothing Store (01 Year)
Managed cash transactions, provided excellent customer service, maintained accurate records, and ensured smooth daily operations.

Management Service officer (2018-2025)
Department of Education Badulla, Sri-Administrative Branch, Ayurveda Hospital Diyathalawa (07 Years)
I handled administrative tasks, organized paperwork, ensured accurate records, and provided excellent customer service through professional interactions.

SPORTS

Carom Team Member

- Won All-Island 1st place, 2009 - Vishaka Girls' High School, Badulla, Sri-Lanka.

Athletics

- Competed in 100m, 200m, and 4x100m relay at provincial level events - Vishaka Girls' High School, Badulla, Sri-Lanka.

REFERENCES

W.A.TPriyadarshikaDirector,
Ayurvedichospital,
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I hereby declare that all above information are true and correct to the best of my knowledge. Thank you.