



NIMESHA SEWWANDI

Passport No. : N11520031
Date of birth : 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

Management Service officer (08 Years)
2016/09/01-2025/02/01

Department of Education Badulla, Sri- Administrative Branch (07 Years)

I handled administrative tasks, organized paperwork, ensured accurate records, and provided excellent customer service through professional interactions.

Ayurvedic Hospital Diyathalawa- Accounts (01 Year)

I managed financial records, prepared reports, ensured accurate bookkeeping, and supported smooth financial operations through attention to detail.

Cashier & Receptionist – Ella 100 View Cottage Hotel (Part time)

2024-2025

I managed cash transactions, provided excellent customer service, maintained accurate records, and ensured smooth daily operations by balancing registers and handling customer inquiries efficiently.

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.T Priyadarshika
Director,
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I hereby declare that all above information are true and correct to the best of my knowledge. Thank you.