

# CURRICULUM VITAE

**Rashmi Kanchanamala**

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## OBJECTIVE

To Excel in a position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me. I can perform well in my fields. And I assure to uphold your quality standards, policies and procedures.

## WORK EXPERIENCE

- |  |   |                               |
|--|---|-------------------------------|
|  <b>Warden</b>  | <b>Museum College-Colombo, Sri Lanka</b>  | <b>Jan 2023- Jan 2024</b>     |
| <ul style="list-style-type: none"><li>• Responsible for allotment of rooms to the students.</li><li>• Responsible for maintenance of the hostels.</li><li>• Looks after the quality of food served in the hostels.</li><li>• Keeps strict discipline among students of the hostels.</li><li>• Reports to the Director in case of any indiscipline or misbehavior by the students</li></ul>           |   |                               |
|  <b>Accounts Clerk</b>  | <b>Ongi Auto mart - Srilanka</b>          | <b>June 2019-March 2020</b>   |
| <ul style="list-style-type: none"><li>• Provide accounting and clerical support to the accounting department</li><li>• Type accurately, prepare and maintain accounting documents and records</li><li>• Prepare bank deposits, general ledger postings and statements</li><li>• Reconcile accounts in a timely manner</li><li>• Daily enter key data of financial transactions in database</li></ul> |   |                               |
|  <b>Pawning Executive</b>   | <b>R.S Rupasinghe Enterprise-Srilanka</b> | <b>October 2017-June 2019</b> |
| <ul style="list-style-type: none"><li>• Present and sell company products and services to new and existing customers.</li><li>• Prospect and contact potential customers.</li><li>• Reach agreed upon sales targets by the deadline.</li><li>• Resolve customer inquiries and complaints.</li><li>• Set follow-up appointments to keep customers aware of latest developments.</li></ul>             |   |                               |

## EDUCATIONAL QUALIFICATION

- **G.C.E. Advanced Level Passed.**
- **G.C.E. Ordinary Level Passed.**
- **Diploma in professional HRM from CIPM Srilanka**

## PERSONAL DETAILS

Date of Birth	:	25-05-1997
Gender	:	Female
Nationality	:	Sri Lankan
Marital Status	:	Single
Language Known	:	English and Sinhala
Passport Number	:	N10556229
Visa Status	:	Visit Visa

## DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

**Rashmi Kanchanamala**