

SHAMALKA MILINDI



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📍 **Address:** Villa 4, street 1A, Al barsha 3, Dubai

PERSONAL DETAILS

Full Name: Jayasinghe Arachchige Shamalka Milindi Jayasinghe

Date of Birth: 14 /01/1999

Nationality: Sri Lankan

Gender: female

NIC Number: 995141167V

Passport Number: N8545700

Marital Status: Single

Visa Status: Visit Visa

LANGUAGES

Speak: English, Sinhala

Read: English, Sinhala

Write: English, Sinhala

SKILLS

Punctuality

Hard Working

Ability to learn new things.

Willing to do anything.

OBJECTIVE

I am dynamic individual with high sense of commitment and like to achieve success through taking risks. I would like to be social and prefer to work with people of all levels. I want to become a citizen with a keen sense of justice and self-confident.

EXPERIENCE

Bank Accountant 2018-2019

Samurdhi Community Base Bank, Sri Lanka.

- Manage all accounting transactions.
- Handle monthly, quarterly & annual closing.
- Prepare bank loan, check & payment documents.
- Monitor applications for bank guarantee.

Hotel Front Office Supervisor 2019-2020

Camelot Beach Hotel, Sri Lanka.

- Greet all guests & assist them with check-in & check-out.
- Manage guest booking & reservations.
- Respond to all guest questions & requests.
- Train front office staff as designated.

English Tutor 2019-2021

Online and physical classes at home

- Help students to learn and understand new concepts.
- Assess a student's strength and weaknesses in different areas.
- Plan sessions to target skills and help students to improve.

Senior Executive documentation Officer 2020-2023

Vallibel Finance PLC, Sri Lanka.

- Develop, implement, and maintain documentation standards and procedures.
- Ensure that all documentation meets legal, regulatory and compliance requirements.
- Provide training to staff on documentation standards.

EDUCATION

G. C. E (O/L) Examination 2014

Loyola Collage Negombo, Sri Lanka.

Passed

G. C. E (A/L) Examination 2018

Loyola Collage Negombo, Sri Lanka.

Passed

Diploma in Information & Technology 2018

Esoft Metro Campus, Negombo, Sri Lanka.

English Course 2018

Sense Institute, Negombo, Sri Lanka.

EXTRA-CURRICULAR ACTIVITIES

- Deputy Head Prefect
- Member Of School Athletic Team
- Chairman Of the Com Art Union

I do hereby declare that the above particulars furnished by me are true and correct to the best of my knowledge.

Shamalka Jayasinghe.