

# SHAMALKA MILINDI



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## 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 a dynamic individual with a 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-confidence.

## EXPERIENCE

### Bank Accountant 2018-2019

Samurddhi 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.**