



# Kasundara Premalal

I'm a self-motivated, skilled and authentic person with a passion for excellence with my academic and professional foundation, I would like to gain employment at a progressive and innovative organization where I can enhance my talents and achieve my aspirations while uplifting the standards of the organization.

## Contact

### Phone

+971 55 892 5476

### Email

kasundarapremalal123@gmail.com

### Address

## Personal Info

### Date of Birth

22nd July 1993

### Nationality

Sri Lankan

## Expertise

- Attention to Detail
- Time Management
- Adaptability
- Teamwork
- Reliability

## Languages

Sinhala - Native

English - Conversational

Tamil - Conversational

## IT

Tally

Profit Plus

Excel

Word

## Experience

Dec 2020 - Up to now

### Teacher - Dompe Maha Vidyalaya, Dompe, Sri Lanka

- Design and develop engaging and effective lesson plans aligned with educational standards.
- Create and administer assessments to evaluate student understanding and progress, providing timely and constructive feedback to support academic growth.
- Adapt teaching methods and materials to accommodate various learning styles and abilities,

Jul 2019 – Nov 2020

### Data Entry Clerk - Ceylon Leather Products Manufacturers Ltd

- Perform Data Entry and ensure accuracy and completeness of information.
- Entering various types of vouchers, including payment vouchers, receipt vouchers in **Tally System**.
- Utilized **Microsoft Excel** for data entry, analysis, and reporting purposes.
- Created and formatted tables, charts, and graphs in Excel for visual representation of data.
- Creating and updating invoices in Tally for sales and purchases
- Organize and maintain electronic and physical records.
- Maintain and organize office files, records and documents.
- Coordinating with different departments to collect essential information.
- Perform routine data audits to identify & rectify errors.

Jan 2014 – Jul 2014

### Packing Helper – Arpitech (Private) Limited

- Inspecting Packages to ensure they are not damaged.
- putting goods in the front row of shelves in stores.
- Keeping records of packages including delivery notes, invoices, Etc.
- Maintain basic personal hygiene & overall sanitation of the facility.
- Group Similar Products Together & Place High-Demand Items at Eye Level.

## Education

Bachelor of Arts Honours Degree in Development studies  
University of Kelaniya Sri Lanka

## Other-Qualification

- Training Program Google Workspace & Tools.
- Certificate in Computer Literacy.
- Certificate for Basic Tamil Language.

## Reference

### ○ P.K.D. Raseni Ranasinghe

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### H.P.B.D. Karunarathna

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