

# Curriculum Vitae



## Personal Profile

Name in Full : THITHTHALAPITIGE POORNIMA NISHANI PEIRIS  
Address : 11/8 6<sup>th</sup> Lane, St.Benedict's Mw, Colombo 13.  
Telephone No : 0752306013 / 0112336689  
E mail address : [poornimapeiris1@gmail.com](mailto:poornimapeiris1@gmail.com)  
Date of Birth : 11 August 1994  
Gender : Female  
Nationality : Sri Lankan  
Marital Status : Single  
NIC No : 947241273V  
School : Good Shepherd Convent, Kotahena, Colombo 13.

## Objective

Seeking a challenging position in order to utilize my total experience to accomplish the establishment's goals and objectives

## Professional Qualifications

- AAT Foundation Level (Association of Accounting Technicians of Sri Lanka 2011)  
I have successfully completed the foundation level of AAT with the following results.

Accounting	:	C	Business Studies	:	C
Mathematics	:	C			

- I have successfully completed foundation of certificate English course (FCE) in Colombo University (HRIS)

## Employment History

- Worked as a Customer Care Representative at Lanka Bell Limited from 2013 December to 2016 July.
- Currently working as Accounts Administrative Assistant at ECD Global (Pvt) Limited from 2016 July.

## Key Strengths

- A good team player.
- As the captain of the School Basketball team, I was able to gain experience in managing & motivating the team as well as learning about strategic planning through the training given to me by my coaches.
- Ability to speak, write, work in Sinhala and English, and a basic understanding of the Tamil language.
- I am creative and bear leadership qualities, and am willing to accept any challenge under pressure.
- Highly responsible and reliable on work related matters.

### Extra Curricular Activities and Sports Achievements.

- I was a member of school Basketball team & took part in school level competitions representing the U-13, U-15, U-17 and U-19 teams. I have further represented my school as captain in 2010(U-19).

2008 Division Under 17 2<sup>nd</sup> runners up  
"A" Division Under 19 2<sup>nd</sup> runners up

2011Colombo North zone under 19 1<sup>st</sup> runners up  
"A" Division Under 19 2<sup>nd</sup> runners up

- I was a team member of the school Netball team which took part at school level competitions representing the U-15, U-17 and U-19 teams.

2007 Colombo North zone under 15 2<sup>nd</sup> runners up.  
2008 Colombo North zone under 15 Championship.  
2009 Colombo North zone under 17 2<sup>nd</sup> runners up.  
2010 Under 17 Colombo North zone under 17 Championship.  
2012 Colombo North zone under 19 Championship.

- I was a member of the school Handball team (U-19).

Under 19 Plate 2<sup>nd</sup> runners up.  
Under 19 Championship.

- Obtained the School Colors award for Handball in 2013.
- I have participated in Annual Inter House Athletics meets during my entire school career and have won medals and certificates for the several events each year.

School work records - I held the post of School Senior Perfect in 2011 & represented the school as the Deputy Games Prefect in 2012.

I have extended my social activities as a Sunday School Teacher at St. Lucia's Cathedral, Kotahena

### Educational Qualifications

- GCE Ordinary Level Examination (2010)

English	:	A	Mathematics	:	A
Sinhala	:	A	Commerce	:	A
Religious Knowledge	:	A	Health Science	:	A
Oriental Music	:	A	History	:	B
Science	:	C			

- GCE Advance Level Examination (2013)

Accounting	:	B	Bus.Studies	:	B
Economics	:	C	Gen.English	:	S

- Presently Following a B.B Mgt Degree (At the University of Kelaniya)

Non Related Referees

Mr Gihan Bandara,  
Account Manager,  
Hela Clothing (Pvt) Limited.  
No 304,  
First floor,Graceland Building,  
Negambo road,Peliyagoda.  
M:(+94)077 2270363  
D: (+94)011 4791888

Mr B.A.H.S. Preena,  
Head of Corporate Banking,  
Commercial Bank of Ceylon PLC,  
No 21, Sir Razk Fareed Mw,  
Colombo-01.  
M:(+94)077 3403573  
D:(+94)011 2486403

I hereby declare that the particulars given by me are true and accurate to the best of my knowledge.  
In the event of me being selected for a suitable post, I shall endeavor to perform all duties  
entrusted, to the best of my ability and to the satisfaction of my Superior.

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T.P.N. Peiris

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Date