

Curriculum Vitae



Personal Profile

Name in Full : THITHTHALAPITIGE POORNIMA NISHANI PEIRIS
Address : 11/8 6th Lane, St.Benedict's Mw, Colombo 13.
Telephone No : 0752306013 / 0112336689
E mail address : 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 2nd runners up
"A" Division Under 19 2nd runners up

2011Colombo North zone under 19 1st runners up
"A" Division Under 19 2nd 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 2nd runners up.
2008 Colombo North zone under 15 Championship.
2009 Colombo North zone under 17 2nd 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 2nd 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