

CURRICULUM VITAE

Personal Information

Full Name : Madusha Sammani Withanage
Date of Birth : 27-11-1987
Age : 29 Years
N.I.C. No : 878322908V
Gender : Female
Civil Status : Married
Nationality : Sri Lankan
School Attended : Anula Vidyalaya, Nugegoda
e-mail : mwithanage1987@gmail.com
T.P. : 071-7077834, 077-1299575
Address : No. 26/A Kanampalla, Kosgama.

Educational Qualifications

G.C.E. O/L - 2003		G.C.E. A/L - 2006	
<u>Subject</u>	<u>Grade</u>	<u>Subject</u>	<u>Grade</u>
English	A	Physics	C
Mathematics	A	Chemistry	S
Science	A	Combined Mathematics	F
Buddhism	A	General English	C
Sinhala	A		
Social Studies	A		
Business Studies & Accounts	A		
Dancing	A		
English Literature	C		

Professional Qualifications

- ◆ Diploma in English Language at Aquinas University College - Merit Pass.
- ◆ Successfully completed the Certificate course in Computer Applications in Computer Resource Centre, Maharagama.
- ◆ Successfully completed the Certificate course in Computer Programming in Tec Sri Lanka, Maharagama.
- ◆ Certificate in Banking & Finance at Institute of Bankers of Sri Lanka (English Medium) – *Pending 4 subjects*

<u>Subject</u>	<u>Grade</u>
Marketing, Sales & Customer Service	B
Financial Services Environment	C

- ◆ Successfully completed the Certificate Course in Pattern Making, Grading & Styling Development at Sri Lankan Institute of Textile & Apparel (*former CITI College*) with a Distinction Pass. (*Full time basis*)
- ◆ Successfully completed the Diploma in Dress Making without blocks (Tailoring Method) at Ranliya Institute conducted by Mrs. Geetha De Silva. (*Part time basis*)



Working Experience

◆ **Commercial Bank of Ceylon PLC - Human Resource Division**

Performed secretarial functions to the Chief Manager – Human Resource Management from 08th April 2008 to 29th January 2012.

◆ **Innodata Isogen Lanka (Pvt) Ltd.**

Performed duties as a Customer Service Agent at SWETS Department (US Client) from 30th January 2012 to 15th May 2013.

◆ **HSBC – Global Service Centre.**

Performed duties as a Customer Service Executive assigned to the Hong Kong Banking Operations Division from 16th May 2013 to 12th September 2015.

◆ **Melache Pvt Ltd – Designer Wear Company**

Performed duties as a Production Coordinator from 17th October 2016 to 31st July 2017.

Non-Related Referees

◆ **Mrs. Nadeesha Akarawita - Electrical Engineer – Operations Audit**

System Control Branch

Ceylon Electricity Board, Kent Road, Dematagoda.

T.P. 011-2685118 / 011-2685106

e-mail : nadeeshaakarawita@gmail.com

◆ **Mr. Tuan Jizan Bucker - Junior Executive Officer – Katunayaka FTZ Branch**

Commercial Bank of Ceylon PLC

Unit 15, GCE Plaza Complex,

EPZ, Katunayake.

T.P. 0112253256

e-mail : tuan_bucker@combank.net

I do hereby certify that the above particulars stated by me are true and accurate to the best of my knowledge.

M Sammani Withanage

10/10/2017

