

CURRICULAM VITAE

W K N Fernando

No.13/30, Iththegala Road, Naranwala, Weliveriya, Gampaha, Sri Lanka.

Tel: +9472 7105036

E-Mail: kalmikanadeera@gmail.com



PROFESSIONAL EXPERIENCE

Have worked as a book keeper since November 2008 to July 2011 at Sri Lanka Transport Board- Head Office, Narahenpita.

I have worked as a Junior Secretary at Certis Lanka Courier Services (Pvt) Ltd since December 2011 to January 2015. (Secretary to Director Finance)

SKILLS PROFILE

I have obtained following skills throughout my academic and professional curriculum up to this.

Prefect of the school in 2005 to 2007

Girl Guide in the school in 2003 – 2005

Information Technology Skills

Have the sound knowledge in Computer Literacy including MS Word, MS Excel and MS Power Point

Have a typing speed of 50 accurate words per minute. (Both Sinhala and English)

PROFESSIONAL QUALIFICATIONS

I have sat to the Foundation level of Chartered Accountants exam in July 2008 of ICASL.

ACADEMIC QUALIFICATIONS

G C E A/L Examination – 2007

Grade	Subject
Accounting	B
Economic Studies	B
English	B
Business Studies	C

G C E O/L Examination – 2004

Subject	Grade
Sinhala	A
Commerce	A
English	B
Mathematics	C
Social Studies	C
Roman Catholic	C
Science	C
Dancing	S

PERSONAL DETAILS

Full Name : Wannakuwattawaduge Kalmika Nadeera Fernando

Name with Initials : W K N Fernando

Date of Birth : 17th August 1988

Age : 29 Years

Religion : Roman Catholic

Nationality : Sri Lankan

Gender : Female

Civil Statues : Married

N I C No. : 887301352V

School Attended : St. Paul's Girl's School – Kelaniya, Sri Lanka

Mr. Indika Jayasinghe
Director Finance
Certis Lanka Courier services (pvt) Ltd
0777766592

Mr. T A K R Wishwakeerthi
DGM
Certis Lanka Courier services (pvt) Ltd
0777530202

I do hereby certify that the above particulars given by me are true and correct in keeping with my knowledge.

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Date

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Signature