

## 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**

<b>Subject</b>	<b>Grade</b>
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** : 17<sup>th</sup> August 1988  
**Age** : 29 Years  
**Religion** : Roman Catholic  
**Nationality** : Sri Lankan  
**Gender** : Female  
**Civil Status** : 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