

# **FATHIMA SHIFANA YAHYAN**

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**Address** : 23, Rattota Road, Matale.  
**DOB** :23 October 1993  
**NIC** :937970820V



## **CAREER OBJECTIVE**

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Highly motivated Management graduate seeking a position of Associate Client Services in a progressive organization which provides an opportunity to capitalize my technical knowledge, skills and competencies in the field of Client Management .

## **KEY STRENGTHS**

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- Leadership by example
- Continuous learning
- Risk taker
- Achievement oriented
- Team player

## **SKILLS**

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- Problem solving skills
- Communication skills
- Public speaking skills
- Interpersonal effectiveness
- Planning and organizing skills
- Innovative and ability to learn

## **INTERESTS AND HOBBIES**

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- Public speaking
- Reading motivational novels
- Playing netball

## **LANGUAGE PROFICIENCY**

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- Fluent in English, Sinhala and Tamil

## **PROJECT OR DISSERTATIONS**

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- The impact of personality in Conflict Management

## **PROFESSIONAL PROFESSIONALISM**

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- Being attended two days' workshop on entrepreneurship conducted by NEEDA
- Being attended three weeks training program on developing leadership qualities and positive thinking.
- Followed basic courses on IT

## **ACHIEVEMENTS**

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- Selected as the semifinalist in the speech master , the biggest university level best speaker contest organized by the gavel club of university of Jayewardenepura
- Official announcer and host for all celebrations and functions of university of Jaffna
- Served as the editor and writer for the first official sports magazine ,university of Jaffna
- Topper of the department of human resource Management.

## EDUCATION & TRAINING

Course	Name of the institute	Level	GPA , GRADE
Chartered institute of management accountant (CIMA UK)	Wisdom business academy, Colombo Achiever's business school, Kandy	Managerial level 2018	
Bachelor of business administration (human resource management special)	University of Jaffna	Final year 2018	3.85
Chartered institute for securities and investment		Level 3 2014	
The association of accounting technicians of Sri Lanka(AATSL)	Jayasekara Management Centre (JMC)	Completed 2013	
Advanced level	Zahira college , Matale	Completed 2012	5A
Ordinary level	Amina Girls National School, Matale	Completed 2009	4A 2B 3C

## REFFEREE

Mr.Kelum samarasena  
Sri Lanka institute of marketing  
Achievers Lanka Business Campus,  
Colombo 04  
Achievers Kandy.  
0776199988

Mr. Rac Ranasinghe  
Squadron leader,  
Air Force , Sri Lanka.  
0718565365

I hereby declare that the above information provided by me is correct to the best of my knowledge.

Y. F. Shifana