

L. L. M. JAYASINGHE

NO: 43, Temple Road,

Kalutara North,

Kalutara.

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➤ **CAREER OBJECTIVE**

I am an energetic and enthusiastic person who enjoys challenges and achieving personal goals. My present career aim is to work in a dynamic working environment because I enjoy working with teams and enjoy the environment where I find the work is interesting and satisfying. "My objective is to work in a position where I am able to grow my skills and Abilities effectively and to gain knowledge, challenge myself to be the best there is."

➤ **PERSONAL DETAILS**

Full Name	: Lokuge Lihini Madushi Jayasinghe
Date of Birth	: 4 th December 1995
Gender	: Female
Nationality	: Sri Lankan
Marital Status	: Unmarried
School Attended	: Visakha Vidyalaya – Colombo 05
N.I.C	: 958394390 V

➤ **PROFESSIONAL QUALIFICATION**

- Currently working as a **Customer Service Assistant** in **CG Hotels & Resorts Lanka (Pvt) Ltd** from 2015 April.

➤ **DUTIES AND RESPONSIBILITIES**

- Have a good IT skill and handling some online channel managers (Booking.com/Agoda/Expedia/Staah).
- Reservations Head at some properties.
- Face to face customer handling.
- Mainly dealing with client inquiries and handling complaints in a calm manner.
- Assist in rate planning and management.

➤ **SKILLS**

- Good speaking and writing English and Sinhala Language.
- Competent in all commonly using Microsoft Office Packages.
- A team player and a fast learner
- Mutual understanding and flexibility in teamwork.

➤ **EDUCATIONAL QUALIFICATION**

Passed G.C E (O/L) examination in Year 2011 (10155597)

Subject	Grade
Sinhala	A
Buddhism	A
English	A
Health	B
Maths	C
Science	C
History	C
Dancing	C
Commerce	S

Passed G.C E (A/L) examination in Year 2014 (1126830)

Subject	Grade
Drama	B
Logic	S
Media	S
General English	C

➤ **ACADEMIC QUALIFICATIONS**

- Reading for **Bachelor of Information Technology** at **Colombo University**.
- Following a **Postgraduate Diploma in Marketing** at **Sri Lanka Institute of Marketing (SLIM)**.
- Successfully completed a **Diploma in English Language** at **ICBT** campus 2013.
- Successfully completed a **Certificate Course in Spoken English** at **ICBT** campus 2012.

➤ OTHER QUALIFICATION

Sports

- **Caption** of **Football Team** of school in 2012 and 2013.
- Awarded **School Colours** in 2013.
- Awarded **2nd Runner Up** in under nineteen football match in **Zonal Sports Meet of Western Province.** (2013).
- Awarded **3rd Place** in under nineteen football match in **Zonal Sports Meet of Western Province.** (2013).
- Awarded **School Merits** in 2011 and 2012.
- Awarded **Champion** place in under nineteen football match in **Zonal Sports Meet of Western Province.** (2012)
- Awarded **3rd place** in inter house **Foot Ball** team.(2012)
- Awarded **Champion** place in under nineteen football match in **Colombo Area.** (2011)
- Awarded **2nd place** in inter house **Foot Ball** team.(2011)
- Awarded **Champion** place in under nineteen football match in **Colombo Area.** (2010)
- Awarded **Second** place in inter house Squad. (2010)
- Have been participated for the football match which organized by U.S Embassy in collaboration with the Football federation of Sri Lanka .(2010)
- Awarded **2nd place** in inter house **Basket Ball** team.(2009)
- Awarded **Champion** place in inter house **Basket Ball** team.(2008)
- Awarded **2nd place** in inter house **Net Ball** team.(2008)
- Participated for the inter house **Swimming** meet.(2008)
- Awarded **2nd place** in inter house **Net Ball** team.(2006)

Skills

- Secretary of the School Drama Society. (2012-2014)
- Treasurer at the School UN Society. (2012-2014)
- Senior member of the School Media Society. (Have been participated to the workshop organized by TV Derana, FM Derana & Media Unit of Visakha Vidyalaya at 2013.
- Member of the School Arts & Commerce Society.(2012-2014)
- Member of the School Interact club (2008- 2013)

➤ **NON RELATED REFEREES**

1. Name : Maheel Priyankara Kuragama

Designation: Manager Operations

Address : Sampath Bank, Nawam Mawatha, Colombo 02.

Mobile : 0777302473

2. Name : S.Vidura Sumedha Silva

Designation: Software Engineer

Address : Good hope Asia Holdings, Level 20, East Tower,
World Trade Centre, Echelon Square, Colombo 01.

Mobile : 0777677875

I hereby certify that the particulars furnished above are true and correct to the best of my Knowledge.

Yours Truly,

Lihini Madushi Jayasinghe

21.05.2017

Date