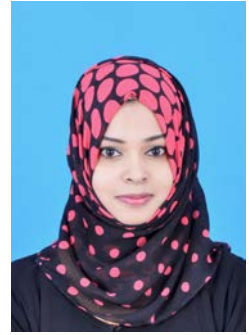


FATHIMA SHIFANA YAHIYAN

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FACEBOOK ID: Shifana yahiyen
Address : 23, Rattota Road, Matale.
DOB : 23 October 1993
NIC : 937970820V



CAREER OBJECTIVE

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

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

SKILLS

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

INTERESTS AND HOBBIES

- Public speaking
- Reading motivational novels
- Playing netball

LANGUAGE PROFICIENCY

- Fluent in English, Sinhala and Tamil

PROJECT OR DISSERTATIONS

- The impact of personality in Conflict Management

PROFESSIONAL PROFESSIONALISM

- 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

- 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