

K.A.R.Dilhari

No: 138,

Pahala Hanwella,

Hanwella.

Tel : 0783634174 , 0365674280

E-mail : ruwani.dilhari7@gmail.com



Job objectives and Career Goals;

To secure an entry executive position in a leading business organization and use my knowledge and skill to further learn and understand the intricate of the business.

Seeking a responsible position in a growth oriented organization where my education, skills and knowledge will be utilized to their full potential and establish myself as a valuable resource of the organization.

Higher Education Qualifications;

- Graduate of **B.A. Economics** (special) in Sabaragamuwa University of Sri Lanka with Second Class Lower Division.

Secondary Educational Qualification;

School Attended: Rajasinghe Central College, Hanwella.

GCE Advanced Level Examination – 2007:	Accounting	A
	Economics	A
	Business Studies	B

GCE Ordinary Level Examination – 2003:	Buddhism	A
	Mathematics	A
	Commerce	A
	Music	A
	Sinhala	B
	Social Studies	B
	History	B
	Science	C
	English	C
	Geography	C

Professional Qualifications;

- Completed Certificate in *Human Resource Management* in Institute of Personnel Management Sri Lanka (IPM).
- Completed a National *Certificate of Computer Application* Course in Zonal Computer Resource Centre Conducted by Rajasinghe Central College, Hanwella.
- Successfully completed *Diploma in English* conducted by Buddika Amarasinghe English Institute.
- Following the *Certificate in Banking and Finance* in Institute of Bankers of Sri Lanka.

Computer & English Literacy;

- Successfully completed two IT modules with very good results in my degree, which included theoretical and practical training in MS Word, MS Excel and MS PowerPoint.
- Ability to work with statistical packages;
 - SPSS (Statistical Package for Social Sciences)
 - MINITAB
- Very fluent in English and Sinhala with Reading, Speaking, Listening and Understanding.

Extra-Curricular Activities;

- I was a member of the **Socio Economic Survey** conducted under improving the Relevance and the Quality of University Education (IRQUE), Faculty of Social Sciences & Languages in 2009.
- I have worked as a voluntary member in the panel of judges in assessment on competence of provincial student of Daham School in Haldummulla in 2009 & 2010.
- I was placed 2nd in singing Competition of University Art Festival in 2009.
- I was placed 3rd in singing Competition of University Art Festival in 2010.
- I was placed 3rd in singing Competition of Faculty Art Festival in University 2010.
- I was a Senior Prefect in the School from 2006 to 2007.
- I was a member of the College Western Band from 2001 to 2006.
- I was a member of the college singing group.
- I was Placed 3rd in Confederate music by Samastha Lanka music and Drama competition of school in 2005.

Training Experience;

I was successfully completed on the job training programme at Bank Of Ceylon, Hanwella branch from 22/04/2008 to 21/10/2008.

Specific Skills Possessed;

- Work efficiently and effectively even under pressured circumstances ensuring high standard of work.
- Have a good memory power.
- Excellent analytical skill.

Personal Profile;

Name in Full : Kanthe Arachchige Ruwani Dilhari
Date of Birth : 25th September 1987
National I.D No : 877690555V
Sex : Female
Marital Status : Single
Religion : Buddhist
Nationality : Sri Lankan
School Attended : Rajasinghe Central College, Hanwella.
University Attended : Sabaragamuwa University of Sri Lanka.

Referees;

Dr. S.J.M.N.G Samarakoon
Senior Lecturer,
Department of Economics Statistics,
Faculty of Social Sciences & Languages,
Sabaragamuwa University of Sri Lanka.
E-mail: nimalakith@sab.ac.lk
Tel: 045-2280048
Mob: 0716826652

Mrs. P.N.M.Jayasinghe
Executive Officer,
Bank of Ceylon,
Hanwella.
Tel: 036-2255079
Residence: 036-2254056

I would be pleased to give you any further information if required. I certify that the above particulars submitted by me are true and accurate to the best of my knowledge.

Thank you.



20/09/2013
Date

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Signature
(K.A.R Dilhari)