

D.M.N.D Dissanayaka

Sandamadura

Pahalapallamulla

Kahataruppa

Badulla

26-09-2013

The HR Manager

EAM Maliban Textiles (Pvt.) Ltd

261, Sri Dhamma Mawath

Colombo 10

Dear Sir/Madam,

A Request for Management Training Opportunity

I'm a final year student of Faculty of Management Studies in Sabaragamuwa University of Sri Lanka and following a **B.Sc. Business Management (Special) Degree Program**. To complete my degree program, it needs to do a research report with a successful industrial training.

If you can give me a chance to perform in your organization it will be a great advantage for my career progression as well as for completing my degree program successfully.

I specially interest in Accounting and Production fields. I feel it would be an ideal place for me to begin my career and I believe that I can be an excellent to your team.

If you would like to get in touch to discuss my application and to arrange an interview, you can contact me via nilanthideepika123@gmail.com, and 0712651498.

I'm looking forward to hear from you soon.

Thank you

Yours' Sincerely

.....

(D.M Nilanthi Deepika)

CURRICULUM VITAE

D.M.N.D Dissanayake

“Sandamadura”

Pahalapallamulla , Kahataruppa,
Badulla.

Mob: **071-2651498 / 078-5203660**

Email: nilanthideepika123@gmail.com



CAREER GOAL

“To achieve high career growth through contribution to organization with open mind and be a valuable member of the organization where I work”

KEY STRENGTHS

- ❖ Good at making relationship with any person and always a good team worker in any work.
- ❖ Ability to work with honesty to the organization.
- ❖ Higher computer literacy can get understand new software as possible as soon.
- ❖ Ability to work on time.
- ❖ Ability to work properly.
- ❖ Ability of work under challenging environment.
- ❖ Work with proper planning.

EDUCATIONAL QUALIFICATIONS

❖ Higher Education

Reading for **B.Sc. Business Management (Special), degree program** in University of Sabaragamuwa (Final year).

❖ General Certificate of Education

- **Advance Level (G.C.E.A/L)** 2008 Index no. 9048049 in Commerce stream with;

Accounting	A	Economic	B
Business Studies	B	English(2011)	S

- **Ordinary Level (G.C.E.O/L) 2005** Index no.54163196
4 A's, 2 B's, 2 C's, 2 S's

PROFESSIONAL QUALIFICATIONS

❖ **Institute of Chartered Accountants of Sri Lanka (ICASL)**

- Successfully completed the certificate of accounting and business level I in 2009 & Level II in 2013.
- Currently following the ICASL Strategic Level I.

COMPUTER PROFICIENCY

- ❖ Followed a computer course of **MS-Office** conducted by National Youth Center (2009) and The Institute of Chartered Accountants of Sri Lanka.
- ❖ Successfully completed the **strategic level I computer course** under The Institute of Chartered Accountants of Sri Lanka (2013).

Operation system	Windows 98/2000/2007/XP/Vista
Statistical Software	Minitab 16 & Statistical Package for social Science 21(SPSS)
Video and Audio Editing software	Ulead Video Studio 11 ,Miro video converter, Windows Movie Maker
Photoshop software	3D Album software
Accounting package	Excel
Operation	Software installation, Formatting
Internet and e-mail	

EXTRA CURRICULAR ACTIVITIES

At School

- ❖ Monitor of the class in the year 2002, 2005.
- ❖ School Junior Prefect in the year 2002/2003.
- ❖ School senior Prefect in the year 2004/2005.
- ❖ An Environment committee member (2004).
- ❖ An active member of the organizing committee of Arms Giving for an Elders Home in Badulla in the year 2007.

At University

- ❖ An Active member of the organizing committee of workshop on “Trade Unions, Collective Bargaining and Collective Agreements in Plantation Industry in Sri Lanka” held in 2013.
- ❖ Participated for the three days Out Bound Training (OPT) program in Midigama Training Center of Loadstar (Pvt) Ltd. (2013).
- ❖ Participated for the work shop conducted by Sanath Gamage (2012/2013).
- ❖ Organized and actively participated to the Small Business Day in year 2011.
- ❖ Active member of organizing blood donation campaign and Pirith Chanting program in year (2010/2010).
- ❖ Participated to Sundara Belihuoya Photographic Program in year 2011 conducted by Faculty of Management Studies.
- ❖ Participated for one day Leadership Program and Sport Meet in Diyathalawa Military Academy (2009).

SPORT

At School

- ❖ A member of the school Netball, Volley ball, Elle Teams (2003/2004).
- ❖ Participation for Athletics.
 - High jump and long jump (2000-2005 school level, zonal level 1st in year 2002).
 - Javelin, Disk, (2004-2005)
 - Running (2001-2005)

At University

- ❖ A member of cricket team of MPL (Management Premier League) of Faculty of Management Studies in the year of 2011/2012(won the 2012 match)
- ❖ A member of The Elle Team in Faculty of Management Studies (2010).

PERSONAL PROFILE

Name in Full : Dissanayaka Mudiyanseelage Nilanthi Deepika Dissanayaka
N.I.C. No : 895410713V
Date of Birth : 10th February 1989
Civil Status : Single
Nationality : Sri Lankan

NON RELATED REFEREES

Mr.H.P.Rasika Priyankara
Senior Lecturer
Dept of Business Management
Faculty of Management Studies
Sabaragamuwa University of Sri Lanka
Tel :0715309135/0452280016
rasikahp@ymail.com

Ms. J.K.S.C Perera
Lecturer,
Department of Business Management
Faculty of Management studies
Sabaragamuwa University of Sri Lanka
T.P- 0779666226 / 0452280016
chrisangika@gmail.com

I hereby certify that the above mentioned particulars are true & correct to the best of my knowledge and belief.

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D.M.N.D Dissanayaka

26/09/13

Date