

<div>Melani Dayananda</div> <div>435/B2, Thalagala Junction, Kriwattuduwa</div> <div>Phone (H) : 034 2254195 (M): 077 1979944</div> <div>Email : melani_dayananda@ymail.com</div>		
Objective :	To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.	
Personal Profile :	Undergraduate student of National Institute of Business Management with a keen interest towards Management aspect and an enthusiastic team player with leadership qualities. I am a fast learner of any area, and a dedicated hardworking people person who put complete effort for whatever the task ahead.	
Professional and Educational Qualifications :		
2009 - 2010	<b>Advanced Diploma in Business Management - Merit Pass</b> Principles of Management, Preparation of Financial Statements, Induction and Returning to Learning, Principles of Economics, Business Statistics, Developing Communication Competencies, Management Accounting, Marketing Management, Business Law, Business Strategy, Independent Study – Business Project	
2010 - 2011	<b>Higher Diploma in Business Management - 1st Class</b> Organizational Behavior, Continuous professional development, Business Environment, Human Resource Management, Business Ethics and Environmental Management, Logistics management, Employee Relations, Quality Management, Operations Management, Business Research Project and Industrial Training.	
2011 - 2013	<b>Bsc. in Business Management - Currently Reading</b>	
Other	Certificate Course in Business Management – Completed in 2010 Certificate Course in Banking – Currently reading	
Secondary Education:		
GCE A/L - 2009	General English	B
	Physics	S
	Chemistry	S
GCE O/L - 2005	Health Science	A
	English	A
	Religion	A
	Sinhala	A
	Dancing	A
	Business Studies & Accounting	A
	Mathematics	A
	Science & Technology	A
	Social Studies & History	B

<b>Projects :</b>	
2010	Research on The Contribution of Education System toward the Entrepreneurship Development in Sri Lanka
2011	Project on Enhancing Household Productivity By using the Pareto Law ( 80% - 20% Rule)
2011	Project on Management system based on ISO 9001:2008 Quality Standards - Ceylon Petroleum Corporation
2011	Industrial Training - Project on Management system based on ISO 9001:2008 Quality Standards - Company XYZ
2011	Research on Environmental Management System at Maxies (Pvt) Ltd
<b>Training :</b>	
July 2010 - Feb 2012	<p><b>Citizens Development Business Finance PLC</b>  <b>Junior Operations Assistant</b>  Duties and Responsibilities:  Handle Deposit Operations including Withdrawals, Prematurity Withdrawals, Savings  Operations on Cash back Loans  Maintain Documents for Deposit operations  Handle walking clients  Coordinate Marketing Staff  Promoting Deposit Products</p> <p><b>Branch Operations In-charge - Savings</b>  Duties and Responsibilities:  Handle Savings Operations including Withdrawals, Savings, Issuing gifts  Authorize client codes/ Account Openings/ Account changes/ Money Transactions/ Lien Marking  Maintain Savings documentation  Issuing Passbooks  Promoting Savings</p>
Feb 2012 - up to now	<p><b>hSenid Software International (Pvt) Ltd</b>  <b>Recruitment Specialist</b>  Duties and Responsibilities:  Identify suitable recruitment channel for company.  Coordinate with local and overseas clients to fill vacancies. Assist in designs recruitment advertisements.  Screens applicants for basic compliance with position qualifications, summarizes  Provide applicants with information about the job including hours and pay, tasks, responsibilities and working conditions.  Ensure all vacancies are filled with the suitable candidates within the targeted time.  Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements.  Advise job applicants of the success or failure of their application.  Obtain offer letters and contracts for selected candidates from clients overseas.</p>

**Extra Curricular Activities :**

Senior School Prefect - 2006/2007

President of Senior ICT Society - 2006/2007

- Inter-school Graphics and Animation Competition
- Devi Science and ICT Day ( DESICT 07')
- ICT workshop
- Re-launched the school web site

Vice President of Public Services

an active member of the school Cadet Platoon.

- Annual Camp in year 2004 and 2005, won the 2<sup>nd</sup> place at the annual camp in year 2005
- All Island third place at the De Soyza Camp in year 2005

Treasurer of Junior ICT Society - 2004/2005 contributed to organize Inter- School ICT Workshop.

**Personal Details :**

Name : Kodippuli Thanthillage Melani Nelunika Dayananda

Address : 435/B2, Thalagala Junction, Kiriwattuduwa

Telephone : 0342254195 / 0771979944

Marital Status : Single

Gender : Female

Date of Birth : 12<sup>th</sup> of August 1989

NIC Number : 897250977 V

Nationality : Sri Lankan

School Attended : Devi Balika Vidyalaya, Colombo 08

**Non - Related Referees :**

Mr. N.R. Asoka de Silva Senior Management Consultant National Institute of Business Management 120/5, Wijerama Mawatha Colombo 07	Mr. Kolitha Ranawaka Senior Management consultant, National Institute Of Business Management, 120/5, Wijerama Mawatha, Colombo-07
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