

**Resume Of R.M.J.Rathnayaka**  
**For the Post of HR Assistant**  
**306/1, Peragolla, Muruthalawa**  
**E-mail: Rathnayakarmj@gmail.com**  
**Tel: 0718799718**



### **Career Objectives**

Achieving Human Resource Manager Position within a considerable period of time in keeping with my knowledge and key skills acquired from my higher education. From given opportunity I assure you working effectiveness toward the success of the Organization in the purpose of achieve goals & objectives in every possible way.

### **Personal Strengths and Skills**

- ☛ Can work under stress
- ☛ Presentation & Organizing Skills
- ☛ Honesty, Self-motivated, Hard-working
- ☛ writing and verbal communication skills
- ☛ Computer Literacy and Hardware Knowledge

### **Professional Achievements**

- ☛ Following Certificate Course In HRM at IPM
- ☛ Part qualified Chartered Accountancy at Institute of Chartered Accounts of Sri Lanka
- ☛ Completed Sri Lankan Computer Driving License at NAITA
- ☛ Successfully completed MS-Office course which conducted by Institute of Chartered Accountants

### **Academic Achievements**

- ☛ Final year Under Graduate in the B.Sc (Business Administration) Special Degree (English Medium) at the University of Sri Jayewardenepura.
- ☛ Had my secondary education at Pilimathalawa Central College, Pilimathalawa

#### **G.C.E Advanced level 2008**

**Index No 8780374**

-Business Studies	A
-Accounting	A
-Economics	A

**G.C.E Ordinary level 2004**

**Index No 41449541**

-Construction	B	-Buddhism	C
Technology			
-Eastern Music	B	-English	S
-Sinhala Language	C	-Social Studies and History	S
-Mathematics	C	-Geography	S
-Science	C	-History	S

**Extra Curriculum Activities**

- Given leadership for Collective activities at University
- Participation In Eastern Music Competitions
- Active membership of Commerce Society in School
- Member of school Karate Team
- Participated in Swimming and life saving events

**Interests**

- Explore knowledge through the internet
- Swimming
- Enjoy Classical music
- Making friendship with others
- Assist the people

**Personal Profile**

- Name in full : Rathnayaka Mudiyanseelage Jayantha Rathnayaka
- Date of Birth : November, 21, 1988
- Marital Status : Single
- Gender : Male
- Nationality : Sri Lankan
- N.I.C. No : 883260481V

## Non-related Referees

1. Mr. Jayantha Fernando  
Global Talent coach and consultant Pvt.LTD  
572/2  
Gall road, Katubadda  
Moratuwa.  
Email: [Jayantha.fernando@gmail.com](mailto:Jayantha.fernando@gmail.com)  
Mobile: 0773644567

2. Mr. J.A.Perera  
Director  
Home Of Hope  
Aluthwatta  
Digana.  
Email: [japerera@sltnet.lk](mailto:japerera@sltnet.lk)  
Mobile: 0777282883

I hereby certify that the above information mentioned by me is true and correct to the best of my knowledge

24/07/2012

Date



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Signature