



THILINI SILVA

PHONE :0773 417070 / 0112723326

e-mail : [thilisilva\\_143@yahoo.com](mailto:thilisilva_143@yahoo.com) ; [thilinis@slt.com.lk](mailto:thilinis@slt.com.lk)

## **CURRICULUM VITAE**

### **SUMMARY**

---

- Strong public relations and communication skills.
- Organizing skills.
- Enjoy contributing to team efforts.
- Hard working and willing to learn.
- Able and willing to handle variety of work.

### **PERSONAL INFORMATION**

---

Last Name	:	Silva
First Name	:	Thilini
Other Names	:	Harshani
Permanent Address	:	2A, Simon Abeywickrama Avenue, Mount Lavinia
Date Of Birth	:	13 <sup>th</sup> October 1987
Religion	:	Buddhist
Civil Status	:	Married
Height	:	5'4"

## EDUCATIONAL QUALIFICATIONS

---

### GCE ORDINARY LEVEL Examination

Mathematics	-	A
Accounting and Business management	-	C
Geography and social studies	-	C
Religion	-	C
English Language	-	B
Mother Tongue	-	B
Science	-	C
Eastern Music	-	C

### GCE ADVANCED LEVEL Examination – 2006 - Maths

\*\*\*\*\*

## WORK EXPERIENCE

---

- \* Company : Gateway Computer Services (PVT). Ltd  
Position : Front Office Executive  
Duration : 17<sup>th</sup> October 2006 to 15<sup>th</sup> August 2008  
Job Description : Customer Handling / Telephone Operator
  
- \* Company : GlaxoSmithKline  
Position : Receptionist  
Duration : 18<sup>th</sup> August 2008 to 31st May 2009  
Job Description : Customer Handling / Telephone Operator
  
- \* Company : SLT VisionCom (PVT).LTD  
Position : Customer Care Executive  
Duration : 1<sup>st</sup> June 2009 to date  
Job Description : Customer Handling (Complaints / Inquiries / Tele Marketing/  
Billing Issues)  
VIP & Corporate connections maintenance

## OTHER QUALIFICATIONS

---

- Successfully completed the **Ramani Fernando Beauty Therapy course in 2012** and **placed first in the batch** (Theory and Practical)
  
- Successfully completed Practical Examination of **Institute of Western Music and Speech in Spoken English** with **Honours** 1997 - 2000
  
- Participated **National Music Festival** Music for Unity 2003/2005

- Placed Second at **Provincial Level All Island Inter-School Western Music and Dance** Competition 2004 of Mixed Group – Category A2
- Participated International Competitions for School Mathematics of **The University of New South Wales** in 2001

---

## **EXTRA CURRICULAR ACTIVITIES**

- Active member of the **School Senior Band** 2002-2006
- **School Junior Prefect** 2003/2004
- A member of the **Senior School Badminton Club**.
- Active member of the **School Media Unit** 2003-2006
- Vice Secretary of the **Science Society** 2004/2005
- Main music organizer of the **English Day** 2006
- Vice President of the **Teachers Guild – Gateway Computer Services** – 2007-2008

---

## **SKILLS**

- Computer  
Literate in the most popular PC Software- Word / Excel
- Languages.  
Mother tongue - Sinhalese.  
English - Fluent in both Written and Spoken.

\*\*\*\*\*

---

## **NON RELATED REFREES**

**Mr. Kaminda Samarakoon.**  
Senior Manager – Content, Customer Support & Training,  
SLT VisionCom (PVT). Ltd,  
Sri Lanka Telecom Group,  
PO Box 503, Lotus Road,  
Colombo 1  
Office; 011 2005515  
Mob ; 0718 440301

**Mr. Dahami Hewagamage**  
Assit HR Manager,  
GlaxoSmithKline,  
Level 34, West Tower,  
World Trade Center, Colombo 01  
Office; 011 4790400  
Mob ; 0773 182300 / 07774 24980

I confirm that the above details are true and accurate to the best of my knowledge and I assure you that in the event of me being appointed, that I will carry out my duties to the entire satisfaction of my superiors and management as well.

Thank you.

**Mrs. T. H. SILVA**

\*\*\*\*\*