

Vindya Thilini Jayakody

Asiri, Panadura Road, Ingiriya.

Mobil: +94-715 818 958

Ho: +94-342 269 159

E-mail: vindya.t.jayakodi@gmail.com



Career objective

Acquire a position to improve my knowledge & skills while providing effective contribution with dedication to achieve objectives of the company.

Work Experience

- Internship

April 2012 – September 2012: Management Trainee – DSI
Samson Trading (Pvt) Ltd

- ✓ Involved in Customer relationship management and sales negotiations with customers
- ✓ Research and Development activities
- ✓ Involved in brand promotion to the customers
- ✓ Participated in stock counting and items information
- ✓ Maintained the employee attendance and other details
- ✓ Issued invoices for sale which are provided to particular customer
- ✓ Participated in brand meeting and sales meeting

Skills/Competencies

- Strong Interpersonal and Communication Skills
- Well versed in all commonly used computer applications such as MS Word, MS Power Point, Minitab, Accounting packages.
- Fluency in both Sinhala and English languages.
- Ability to adapt to new system easily
- Highly reliable and responsibilities pertaining to matters of work

Academic Qualification

- 2008 – 2012 :

B.B.M (Sp) Entrepreneurship & Management Technologies –
Uva Wellassa University

- 2007 :

General Certificate of Education (Advance Level) – Taxila
central collage, Horana

Economics	A
Accounting	A
Business studies	C

- 2003:

General Certificate of Education (Ordinary Level) – Royal
collage Horana (8A's & 2B's)

English	A	Sinhala Language	A
Geography	A	History	A
Mathematics	A	Social Studies	A
Buddhism	A	Home Science	A
Science & Tech. B		Dancing	B

Professional Qualification

- Certificate course of Human Resource Management (CCHRM). Institute of Personal Management (IPM) in Sri Lanka.
- PQHRM stage-1. Institute of Personal Management (IPM) in Sri Lanka. (In Progress)
- AAT Stage1: Association of Accountants Technician in Sri Lanka.
- Foundation level: Institute of Chartered Accountants in Sri Lanka.
- Certificate course on Computer Applications: Institute of Chartered Accountants Sri Lanka.

Interests

- Human Resource Management

Extra Curricular Activities

- Best Presenter at “Research Symposium 2012” in Uva Wellassa University
- Student Representative at Uva Wellassa University (Jan 2012 – up to now)
- Member of Environmental Organization in Royal College Horana.
- Committee Member of school Nature Club –2005
- Member of organizing the educational exhibition “Padankaraya 2009” in the Uva Wellassa University.
- Member of Collage Net ball team

Personal Details

- Name :Vindya Thilini Jayakody
- Address : “Asiri”, Panadura Rd, Ingiriya
- Date of Birth :30th April 1987
- Sex :Female
- Civil Status :Single
- Nationality :Sri Lankan
- District : Kaluthara
- N.I.C. No :876211947V

Non Related Referees

1. Mr.K.M.M.C.B Kulathunga
Lecturer,
Faculty of Management,
Uva Wellassa University.Badulla
Mobil. +94 779 618 201
Email:maduranga99a@gmail.com

2. Dr. A.A.C.A. Adikari
Consultant Physician,
Base Hospital, Mathara.
Mobil. +94-777 706 857
Ho. +94-112 811 610
Email:chulani2006@yahoo.com

I certify that above particulars given by me are true and correct to the best of my knowledge.

Vindya Jayakody
31st December 2012