



Nishantha Felix Gunawardana

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Haputale,
Sri Lanka.

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Personal Information

1. Name : Nishantha Felix Gunawardana
2. Date of Birth : 25 / 04 / 1988
3. Age : 24 years
4. Nationality : Sri Lankan
5. Gender : Male
6. Marital Status : Single
7. E mail : nishfeliex@gmail.com
8. Permanent Address : Bergland Farm, Rathkarauwa, Haputale.
9. Current Address : 25/3, Galavila Road, Kottawa

Brief Summary

- I am an energetic, independent, self motivated person, with good communication and interpersonal skills, who is capable to work under minimal supervision.
- I am looking forward to lead my carrier in Human Resource Management with an intention of "Treating Employees as Human".

Schools Attended

- St. Thomas' College, Bandarawela
Duration: 1999 – 2007
- Our Lady's Primary School, Nuwara Eliya
Duration: 1994 – 1998

Educational Qualifications

1. G.C.E (O/L) - 2004

| Subjects | Grade |
|----------------------------|--------------|
| Religion (R.C) | A |
| Sinhala Language | A |
| English Language | A |
| Mathematics | A |
| Science and Technology | B |
| Social Studies and History | A |
| Agriculture | A |
| Music | A |
| English Literature | B |
| History (Extra) | A |

2. G.C.E (A/L) – 2007

| Subjects | Grade |
|-----------------|--------------|
| Physics | S |
| Chemistry | S |
| Biology | S |
| General English | A |

Language Proficiency

| Language | Spoken | Written | Reading |
|----------|-----------|-----------|-----------|
| Sinhala | Excellent | Excellent | Excellent |
| English | Excellent | Excellent | Excellent |
| Tamil | Average | Basic | Basic |

Working Experience

- Currently working as a HR Assistant in Pantak Power (Pvt) Ltd, a hydropower company since 2009 November,
Some of the duties in my current position are,
Handling personal files of local employees as well as overseas.
Handling Medical Insurance
Handling Air Ticket bookings
Handling clearances and approval files
Coordinating and handling the process of installing a HR Software
- Four months of HR related experience in Uganda. (2011 Aug - 2011 Dec)
- Worked as a Call Center Associate at Dialog Axiata for a period of one year since 2008 October.
- Worked as a Medical Transcriptionist at BPO Service (Pvt) Ltd, Colombo 14
Duration 2007 October – 2008 September

Other Qualifications

- Following PQHRM (stage 2) – Professional Qualification in Human Resource Management at the Institute of Personal Management (IPM).
- Successfully completed CCHRM - Certificate Course in Human Resource Management with a **Merit Pass** at the Institute of Personal Management.
- Certificate in Microsoft Office in 2004, at T –com IT Institute

Non-related Referees

1. Mr. Srinath Dissanayaka,

Member of Divisional Secretariat,
Haputale.

Address: "Anusri",
Indalgashinna,
Maligathenna,
Haputale.
Contact number: 0572280467.

2. Mr. L. A. M. Chandrasekara,

Head Master,
St. Thomas' College,
Bandarawela.
Contact Number: Tel : 057 2222385

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

Yours sincerely,

Nishantha Felix Gunawardana,
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Rathkarauwa, Haputale, Sri Lanka.

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