

Gayan Jayasundara

Mobile: 078 3909775 Home: +94(0)372235407

E-mail: gsb.srilanka@gmail.com

CARRER OBJECTIVES

Objective is to contribute best to the corporate sector as a person who has team player attitude, leadership and Management skills, and competence in multiple areas, courage and the commitment.

PERSONAL INFORMATION

- ☐ Name in full : Jayasundara Mudiyanseelage Gayan Saman Bandara Jayasundara
 - ☐ School : Maliyadeva Boys College Kurunegala.
 - ☐ NIC No : 861341267V
 - ☐ Gender : Male
 - ☐ Age : 26
 - ☐ Address : Station Road , Ragama. SriLanka.
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EDUCATIONAL QUALIFICATIONS

❖ GCE O/L

Mathematics	:A
Science	:A
Social Study	:A
Relegion	: A
Electricity and Electronic	: B
English	: B
Sinhala	: B
Tamil (2 nd Language)	: S

❖ G.C.E (A/L)

Logic and Scientific Methord	- A
Singhala Language and Lit.	- A
B.C	- A

PROFECTIONEL QUALIFICATIONS

- Certificate in information Technology
(Word / Excel /Power Point / Inter Net / e-mail / Auto-Cad)
- Leadership Training at Ministry of Higher Education.
- City and Guilds (UK) Diploma in Construction Technology.
- Following **Advanced Certificate In HRM** at **NIBM**

Objectives

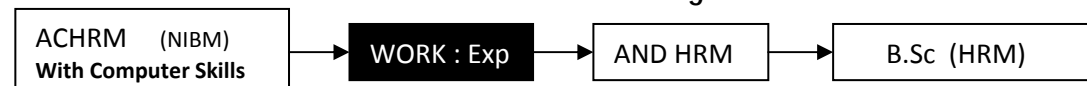
- Management Theories.
- Organizatio & It's Environment.
- HR Process.
- Motivation.
- Leadership.
- Interpersonal Relationship.
- Communication.
- HR Planning.
- Job Analysis.
- Recruitent, Selection, Hiring and Induction.
- Training Cycle.
- Job evaluation , salary and Wages Administration.
- Performance anagement.
- Industrial Relation.
- Discipliniary Procedures.
- Grievances anageent.
- Incentive and Welfare.
- Helth and Safety.
- HR Reports and Docuents.
- HR Inforation Technology.

PROFICIENCY LANGUAGES

- ☐ Excellent in spoken and written in **Sinhala**
- ☐ Good in spoken and written in **English**

MY GOLE (Vision and Mission)

To become a **Qualified Human Resource Manager**.



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Non Related Referees.

Mr. Anura Gonagala. (Customer Service Manager)
ND Express(pvt) Ltd.
071 8706992

I certify that the Above mention Details are true and Correct.

Gayan Jayasundara

Gayan Jayasundara.
Station Road,
Ragama.
Sri Lanka.
28.01.2013

Dear Sir/ Madam,

Application for a Trainee HR Position

I am sending this letter with regard to any suitable vacancies that may exist in your company.

I'm **Advanced Certificate HRM** Student at NIBM . I am eagerly waiting to start my career in a challenging role by joining a reputed company such as yours and gaining training and exposure. I am very much interested in joining your companies in any of rolls are capable to my knowledge which may be available in your company. I wish to contribute to your company with the best of my capacity.

I have attached herewith my curriculum vitae detailing my qualifications. Besides the qualifications mentioned I would like to state that I am a hard working individual with a keen interest on learning & developing my skills & knowledge in order to build my capabilities & become a value adder for your company.

I kindly request you to consider my application attached herewith & hope you would give me the opportunity to discuss any available prospects.

Thank You.
Yours Sincerely,
J.M.G.S.B.Jayasundara.