**Galwadu Archarige Menaka Priyanthi**

No: 384/A, Weboda North, Weboda.

**Mobile - 075-7810359**

menakap67@gmail.com

**Working Experience**

* **Employment : Browns & Company PLC**

Address : Union Place, Colombo 02.

Period : From 1990 to 1995

Position : Typist Clerk

**Professional Qualifications**

* Followed an English Short hand typing Course at National Youth Council.
* Followed a spoken and written English Course at English Speaking Union of Sri Lanka Colombo -03.
* Have a good knowledge of Computer literacy.

**Academic Qualifications**

G.C.E. A/L - Department of Examination, Sri Lanka – August 1986

**Subject Grade**

 Logic C

Sinhala C

Economics S

Geography S

G.C.E. O/L - Department of Examination, Sri Lanka – December 1983

**Subject Grade**

Sinhala C

English C

Health Science C

Commerce C

Buddhism C

Mathematics S

Social Studies S

 Science S

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**Skills and Competencies**

* Ability to undertake any challenges, work under any situation and handle pressure.
* Ability to interact with various persons in the team work.
* Capable of handling multiple responsibilities.
* Excellent interpersonal skills with good communication and writing skills in Sinhala

and English.

**Personal Details**

* **Date of Birth** : May 17, 1967
* **Nationality**  : Sri Lankan
* **Religion** : Buddhist
* **Gender** : Female
* **School** : Vishaka Vidyalaya, Colombo 04.

**Non Related Referees**

1. Mr. T A D D S Rathnaweera

**Director of Information Tecnology**

**Samanmal International (Pvt) Ltd**

No: 1, 1/1, Katukurunduwatta Road,

Ratmalana.

**Mobile** 0753 772 222

0788 747 242

2. Mrs. Ovashi De Silva

 **Branch Manager**

 **Dear Mama (Pvt) Ltd**

 No: 346, Kandy Road,

 Kadawatha.

**Tel** 0112-922 886

 **Mobile** 0753 771 515

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

*29th October 2016 Menaka Priyanthi*

 Date Signature

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