



# Amanda Jayasingha

## CONTACT INFO

+971 555 931 589

1-25, Al Khail Gate 03, Dubai, UAE

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## PERSONAL DATA

Date of Birth - 28th March 2002

Citizenship - Sri Lankan

Visa Status - Visit Visa

## LANGUAGES

English \*\*\*\*\*

## SKILLS

- Event Management
- Decision Making
- Creativity
- Leadership
- Innovativeness
- Project Management
- MS Word
- MS Excel
- MS Power point

## ABOUT ME

I am a motivated, ambitious, and well-organized who enjoys learning new things and taking on new challenges. I have strong interpersonal and communication abilities, which enable me to work successfully with a group to meet deadlines. I'm searching for an good position where I can apply what I've learned to benefit the company where I work.

## WORK EXPERIENCE

- Worked as a Trainee Marketing Executive at Citizens Development Business Finance PLC – Sri Lanka (June 2023 – Aug 2024)
- Worked as a Cashier at Morrmart Pvt Ltd.- Sri Lanka (April 2022 - May 2023)

## EDUCATION

- *Passed G.C.E Ordinary Level*
- *Passed G.C.E Advanced Level Examination – 2021 (2022)*
- *Dhamma School Final*

## PROFFESINAL QUALIFICATION

- Management Diploma in IMBS Green Campus  
DBM/Foundation Examination

Management	A
Business Technology	B
Human Resource Management (HRM)	B
Organization Behavior	C
Business English	B
- Passed DBM/Final Examination
- Completed Basic Computer Course (MS office package)

## CERTIFICATES

- Certificate of YMBA exams.
- Won the certificate of Annual Inter House sports meet.
- Won the certificate of Divisional school sports meet.
- Won the certificate of All Island Graded Examination.
- Won the certificate of National Cadet Corps (Rantambe)

## EXTRA-CURRICULAR ACTIVITIES

- Member of National Youth Service Council (NYSC)
- Treasure of Sri Mihindu Youth Club
- Deputy prefect at Sirimihidu dhamma pasala (2019)
- Senior prefect at Moratu Maha Vidyalaya (2020-2021)