

B.M.S.Mendis

60/11,1ST lane,
Rawathawatta, Moratuwa.

Mobile: 0776376682

mishanimendis1213@gmail.com

Personal Profile

I am a goal directed, energetic and flexible person with a friendly personality. I have self-confidence and leadership qualities that ensure the team working ability. I am a self-motivated person who can make the initiative in any given situation to carry my duty independently and also I have ability to work under pressure.

Personal Details

Name in Full :-	Balapuwaduge Mishani Sanduni Mendis
Permanent Address :-	No: 60/11,1 st Lane,Rawathawatta,Moratuwa.
Date of Birth :-	21 st of November 1997
Gender :-	Female
Civil Status :-	Single
Nationality :-	Sri Lankan
Religion :-	Roman Catholic
NIC :-	978262015V

Educational Qualifications

School attended – **Princess of Wales College, Moratuwa.**

❖ GCE Advanced Level in the stream of Maths (2016)

Subject	Grade
• Chemistry	C
• Physics	S
• Combined Maths	S
• English	S

❖ GCE Ordinary Level in 2013

Subject	Grade
• Mathematics	A
• Bus & Accts	A
• Sinhala	A
• Roman Catholic	A
• English	B
• Science	B
• History	B
• Health	B
• Art	C

❖ certificate examination in 2013 I have passed Catholic Daham pasal final.

Extra Curricula Activities

- I have been as a senior prefect of princess of Wales College in 2015.
- I have been as a member of princess of Wales College, science society in 2015.
- I have been as a house sport captain in annual sport meet in 2015.
- I have been as a senior prefect of St.Anthonys Sunday school in 2014.
- Member of Under 15 cricket team which won 1st place in annual sport meet in 2010.
- Member of Under 15 cricket team, 100m x 4 relay team and 400 4 relay team which won 1st place
in annual sport meet in 2011.
- Member of Under 15 net ball team which won 2nd place in annual sport meet in 2011.
- Member of Under 17 400mx4 relay team which won 1st place in annual sport meet in 2012.

- Member of Under 17 100mx4 relay team which won 3rd place in annual sport meet in 2012.
- Member of Under 19 cricket team and Elle team which won 1st place in annual sport meet in 2013.
- Member of Over 15 cricket team which won 1st place in annual sport meet in 2014.
- Member of Under 19 Elle team which won 2nd place in annual sport meet in 2014.
- Member of Under 19 Elle team which won 1st place in annual sport meet in 2015.
- I have won 2nd place from Under 19 triple jump and long jump in annual sport meet in 2015.
- Member of Under 19 400mx4 relay team and volley ball which won 2nd place in annual sport meet in 2015.
- Member of Under 19 Net ball team, hand ball and basketball team which won 3rd place in annual sport meet in 2015.
- Member of Under 21 100mx4 relay team which won 1st place in annual sport meet in 2016.
- I have won 2nd place from Under 21 long jumps in annual sport meet in 2016.
- Member of Under 19 cricket team which won 1st place in Moratuwa division and won 3rd place in Piliyandala in 2014.
- Member of Under 19 cricket team which won 1st place in Moratuwa division in 2015.

Working Experience

- I have been working as a accounts assistant at new Delmon Hospital, since September-2017.

Professional Qualifications

- I have using experience using quick book(QB) more than 1 year.
- Computer literate with in MS Word & MS Excel.
- Effective fluent communication skill in English Language.
- Ordinary pass for General English in G.C.E A/L Examination, 2013

- Very good pass for English language in G.C.E. O/L Examination, 2010

REFFREES

1. Mr.M.A.N.F.MOHAMED

Accountant

New Delmon Hospital

No: 258,

Galle Road,

Colombo 06

Tel: 077-3879239

011-2558800

2. Mr.W.C.Shirley Fernando

Chairman's Coodinator

New Delmon Hospital

No:258

Galle Road,

Colombo 06

Tel: 077-7515164

011-2558800

I hereby certify that all the information provided above is true and accurate to the best of my knowledge.

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Signature