

KITHMINI RATHNAMALALA

I'm Kithmini Rathnalala, currently working finance field and have 5 year working experiences. I had good communication skills and can coordinate day to day operation with others.

EDUCATION

2021 - Present

National Institute of Business Management

- Higher National Diploma in Business Management

2019 - 2021

National Institute of Business Management

- Advanced Diploma in Business Management

2018

The Open University Of Sri Lanka

- Certificate of Completion in Computer Literacy

2012

American College Of Higher Education - Sri Lanka

- Certificate of Completion in Computer Literacy
- Certificate of Completion in Computer Literacy

2016

GCE Advanced Level

- Completed Commerce Stream
Business Studies - B
Accounting - S
Economic - S

2011

GCE Ordinary Level | Ku Maliya Deva Balika Vidyalaya

- Completed with Five A, Three B and One C (English and Mathematics B)



EXPERIENCE

2018 - Present

Documentation Officer (Administration) - Vallibel Finance PLC

- Handling administration part of the branch and handling customers

2017-2018

Customer Relations Officer - Vallibel Finance PLC

- Handling Fixed Deposits part and handling customers


2016 - 2017

Trainee Internal Audit Assistance - Rayin Agroma (PVT) LTD

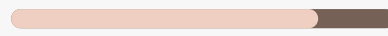
- Auditing internal in and out stocks of rice and flour.

SKILLS

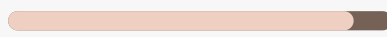
Communication Skill

 85%

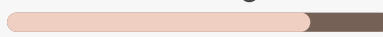
Customer Handling

 80%

Teamwork

 90%

Problem Solving

 79%

REFERENCES

- Mr. Anuradha Gamage
Senior Manager (Leasing)
Pain Asia Bank
Head Office
076 6807926


- K H D De Silva
Branch Manager
Vallibel Finance PLC
Colombo Road,
Kurunegala
070 2751886

- I do here by certify that above particulars mentioned are true and correct to the best of my knowledge.

CONTACT

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