



# SIVARAJA REETHIKA

📍 301/1, Hekitha Road, Wattala.  
☎ 0767608879  
✉ reethisiva100@gmail.com

## ✈ Skills

Leadership Skills  
Adapt to new systems  
Time Management  
Speaking and Presentation  
Positive Attitude  
Debate

## ♥ Interests

Listening music  
Reading books

## 👥 Reference

**T. Vikneshan -**  
NGO Officer  
vikneshan123@gmail.com  
0767847763

**Mrs. Nirosha Martin Jony Calistus -**  
Mutwal Hindu College  
ICT Teacher  
0770243303

## 🗣 Languages

Fluency in Tamil, English & Sinhala  
Language

## 👤 Personal Details

Date of Birth : 03/02/2002  
Marital Status : Single  
Nationality : Sri Lankan  
Religion : Hinduism  
Gender : Female  
NIC : 200253400820

## 🎯 Objective

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish as a Biosystems Technologist

## 📁 Experience

- **Wings Immigration Consultant** *June 2022 - Aug 2022*  
Office Assistant  
Experienced in Documentation works and Planning
- **SIBA Holdings (Pvt) Ltd** *Aug 2022 - Mar 2023*  
Regulatory Assistant  
Experienced in Documentation works and Regulatory and Tender Submissions

## 🎓 Education

- **University of Jaffna** *Present*  
Bachelor of Biosystems Technology (Hons)
- **Mutwal Hindu College Colombo - 15** *2019 - 2022*  
G.C.E Advanced Level  
B 2C
- **St. Anne's Balika Maha Vidyakaya** *2018*  
G.C.E Ordinary Level  
6A 3B and A in Sinhala

## 🏆 Achievements & Awards

- Participated in Wordsworth International Spelling Bee competition in 2013 at Kodaikanal, India.
- Participated in Western Province Shahithya competition in 2018
- Completed Grade four in Dance and Grade one in Music at North Ceylon Oriental Music Society
- Participated in Zonal, District, Provincial competitions in Sinhala, Tamil, Science, Social Science and Dance
- Successfully completed Grade nine at Institute of Western Music and Speech (Both written and speech)
- Successfully completed Diploma in English Language at Aquinas College Of Higher Studies