



NAWODHA NETHMINI

CONTACT

+94 76 560 1941

nethuminawodha@gmail.com

P 21/A, Nawagampura,
Stace Road, Colombo - 14

SKILLS

- Teamwork
- Leadership
- Hard Working
- Creativity
- Communication Skills
- MS Office

EXTRA CURRICULAR ACTIVITIES

- Member of School Prefect Team
- Member of School Dancing Team
- Member of School Girl Guide

LANGUAGES

- English (Fluent)
- Sinhala (Fluent)

PROFILE

Strive to work in a challenging environment, while achieving organization's goals and objectives with excellent and strong interpersonal skills to deliver the best standard of service to the expected level of performance by management.

WORK EXPERIENCE

- **Idea Group Limited** 2022-2024
 - Idea industries (March - August)
Channel Development Assistant
 - Idea Metals (September - November)
Sales Administrator
 - Idea Industries (December - March)
Receptionist
 - Idea Industries (April - January)
Sales Administrator
 - Thai Aluminum (Pvt) Ltd (February - August)
Admin & Finance Assistant

EDUCATION

- **ESOFT Metro Campus**
 - Diploma in Information & Technology
 - Diploma in English
- **AOG Campus**
 - Diploma in Business & IT
- **St Joseph's Girl's School, Colombo 14**
 - G.C.E (A/L) Examination 2019
 - G.C.E (O/L) Examination 2016

REFERENCE

Rev. Seelogama Indrawansha

Sri Dharmavijayaramaya
SriDharmaloka Dhampasala,
Nawagampura.

Phone: +94 71 444 3245

Shanthi Wikramasinghe

Junior Sectional Head
St Joseph's Girl's School,
Grandpass

Phone: =94 71 843 2657