



# W.G MALITH SACHINTHA

NO/83.A.1/ SOUTH KUDAHAKAPOLA JA-ELA

0758123860 | malithsachintha23@gmail.com

## EXPERIENCE

### HR Administrator

2021 September - 2023

Micheline Lanka

Under contract basis (Attendance pay role, MS word, Excel problem solving and ect...)

## SKILLS

Time Management- Expert. Flexibility - Expert

Teamwork - Expert. Problem-solving - Expert.

Communication - Expert

100%

## EDUCATION

### Passed GCE (O/L) Examination

2017

English C Sinhala B Commerce C History C Buddhist A

Mathematics C Science B Drawing A Health Science A

### Passed G.C.E (A/L) Examination in 2020

Accounting C Business Studies C General English C Economic S

Successfully completed a British English High Proficiency English Course at "SACHI" English Academy.

Successfully completed a Advanced Certificate In Human Resource Management Course at "CIPM" Institute.

## PERSONAL DETAILS

Date of Birth : 13/05/2001

Marital Status : SINGLE

Gender : MALE

NIC : 200113402413

Age : 23

## REFERENCE

Mrs.Nayana Fernando - Noratel International Pvt Ltd P.O.Box 15

Phase II,FTZ Katunayake

Ast.Manager - Material Planning

0112-250711 0773-612707

Mr.Gayan Fernando - Hatton National Bank 479,T.B.Jaya

Mawatha Colombo 10

Customer Engagement Specialist

0112-462472 0777-399980