

**GALLANDARA GEDARA SARALA NIRUPAMA KALANSURIYA**

No:20/2, Katugasthara, Gampaha.

E mail – [saralagalansuriya209@gmail.com](mailto:saralagalansuriya209@gmail.com) / Tel: 071-1509272**PERSONAL STATEMENT**

To secure a position in a prestigious organization where my hard work, dedication and the ability to acquire new skills will be an advantage not only for me, but also to any establishment that I work for. I would also like to work hard and add colour and dignity to the company.

**PERSONAL DETAILS**

- |                   |  |               |              |
|-------------------|--|---------------|--------------|
| • Date of Birth   | : 05/11/1996                                   | • Gender      | : Female     |
| • Marital Status  | : Single                                       | • Nationality | : Sri Lankan |
| • NIC No          | : 968101773V                                   | • Religion    | : Buddhist   |
| • School Attended | : Yasodara Devi Balika Maha Vidyalaya, Gampaha |               |              |

**PROFESSIONAL QUALIFICATIONS**

- Diploma in English Language at Brilliant Way English Academy, Gampaha (2016).
- National Certificate of Computer Applications Assistant (NVQ Level 2) at Technology & Computer Training Institute (PVT) Ltd, Gampaha (2013).

**PROFESSIONAL EXPERIENCE**

- Training Coordinating Assistant at Greenway Asia Lanka Private Limited from 21<sup>st</sup> May of 2022 to 21<sup>st</sup> August of 2022. Key responsibilities of my job role were RCN purchases document verify, coordinate payments to team members, maintain sourcing data base, maintain operation room dash boards and book issuance and collection.

**ACADAMIC QUALIFICATIONS**

- Bachelor of Arts Specialized in Geography obtaining Second Class (Upper Division), University of Colombo, Sri Lanka (2021).
- G.C.E. A/L Examination in Art Stream (2015).  
Geography – A, Political Science – A, Sinhala – A, General English – S, Common General Test – 58%, Z Score – 1.8680 (Index Number : 4385543)
- G.C.E. O/L Examination (2012).  
Got through with 8As, 1B (Index Number : 20499310)