



W.K.D.C.CHETHANA

Weragala Kalubowilage Dona Chamani Chethana

070 - 2748992

chamanikalubowila@gmail.com

No 821/63,
Gammapitiya,
Bulathsinhala.

Career Objective

To work on a challenging job profile which provide an opportunity to enhance my technical skills and knowledge, this could provide me an insight into new aspect so that it would be helpful for my career and following a challenging career in an organization where I can contribute to the growth of the organization with my skills & competencies.

PROFESSIONAL QUALIFICATIONS

- Completed 3 years Higher National Diploma in Management at Advanced Technological Education in Dehiwala (SLIATE)
 - Specialize Human Resource Management
- Successfully completed CCHRM level at Institute of Personal Management.(IPM)
- Successfully completed the Certificate Course in Spoken English in University of Colombo.
- Successfully completed Diploma in Information Technology at GENIUS Computer Academy.
- Followed certificate course in Tamil Language at Divisional Secretariat- Millaniya
- Bachelor of Commerce (General) External Degree. (University of Sri Jayewardenepura).

WORK EXPERIENCE

- Management Trainee (HR & ADMIN)
(2019 May -2019 November)
Road Passenger Transport Authority (WP),
No 89,Ranmagapaya, Kaduwela Road, Battaramulla .
- Management Trainee (HR & ADMIN)
(2020 February- 2020 August)
National Productivity Secretariat,
10thFloor, Sethsiripaya 2nd Stage, Battaramulla.
- Junior HR Executive
(2021 January- 2021 September)
Ceylon Evergreen Plantation (PVT) Ltd,
1st Floor, Opposite Clock Tower, Horana Road, Bulathsinhala.
- Administrative Executive
(2023 Febuary – 2025 May)
AF Weaving Industries (Pvt) Ltd, No 28,Palenwatte,Pannipitiya.

SKILLS AND ABILITIES

❖ Management :

- Good theoretical and Professional knowledge of Human resource management
- Good team player and motivating colleagues
- Self-motivated with a very high level of confidence in working under pressure
- Presentation and communication skills

❖ Computer literacy:

- Sound knowledge in MS office package and other application software (windows)

Languages

Sinhala
Advanced

English
Intermediate

Tamil
Intermediate

ACADEMIC QUALIFICATIONS

G.C.E. (O/L) Examination (Year 2011)

WP/HO Prajapathi Balika Vidyalaya – Horana

Index No : 10874623

Buddhism	A
Sinhala Lang. & Lit.	A
History	A
Mathematics	B
English	C
Science	C
Home Economics	A
Dancing [oriental]	C
Second Language [Tamil]	S

G.C.E. (A/L) Examination (Year 2015)

WP/K/ Taxila Central College – Horana

Index No : 4622340

Economics	A
Accounting	B
Business Statistics	C
General English	S

EXTRA – CURRICULAR ACTIVITIES

- Successfully completed the Dhamma Schools final certificate examination (2013)
- Successfully completed Bauddha Dharmacharya Examination 2014(2015)
- Active member of school Commerce Society.
- Member of environmental pioneer brigade at school.

PERSONAL DETAILS

Name in full	: Weragala Kalubowilage Dona Chamani Chethana
Date of Birth	: 08.09.1995
Age	: 31 Years
N.I.C. Number	: 957521150 V
Gender	: Female
Nationality	: Sri Lankan
Religion	: Buddhism
Civil Status	: Married

NON RELATED REFEREES

❖ Mr. Kasun Ilanka Jayaweera, Technical Assistant	Sri Lanka Railway - Rathmalana. Tel: 0775414223
❖ Mr. Susantha Rupasinghe, Managing Director	Founders Edition Pvt Ltd, 157B, Pannila, Beruwala. Tel: 0775226895

I hereby certify that above Information's true and accurate to the best of my knowledge.

Date : 2026.10.06

Signature *chamani chethana*