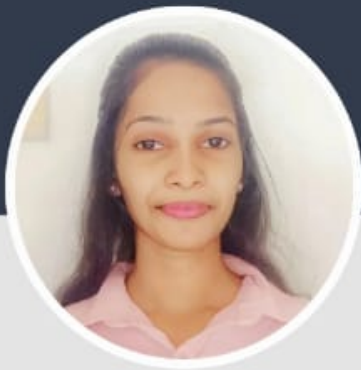




JAYALATHGE MALKI PUNSARA

CONTACT

☎ 071 -4803401

✉ punsaramalki@gmail.com

📍 No.85/3 ,Madampe ,
Halthota

🌐 WWW.punsara@gmail.com

SKILLS

- ICT NVQ Level 4 Certified
- Basic Computer knowledge
- MS Office
(World,Excel,PowerPoint)
- Date Entry & Documentation
- Internet &Email
Communication
- Time Management
- Ability to Work
independently and as part of
a team

LANGUAGES

- English (Good)
- Sinhala(Fluent)

REFERENCE

Phone- 034-2263698

Email-dvttkalutara@vtasl.gov.lk



PROFILE

"A motivated and responsible individual with a strong commerce and ICT background, supported by practical experience gained through NVQ Level 4 training and a six-month internship at the Water Board. Equipped with excellent IT skills, strong communication abilities, and a positive work ethic. Seeking an opportunity to contribute effectively to an organization while developing professional experience and skills."



EDUCATION

GCE Ordinary Level Examination

2021-YEAR

- Sinhala - A
- Mathematics - C
- Buddhism -A
- History - A
- Science - C
- Tamil - C
- English -B
- Drama - A
- Home Science -A

GCE Advanced Level Examination

2024 -YEAR

IN COMMERCE STREAM -2024

- Economics - B
- Business Studies - B
- Accounting - C
- General English - C

PROFESSIONAL QUALIFICATIONS

2024 - 2025

- ICT NVQ LEVEL 4 - In VTA Successfully completed
- Spoken English Course Completed
- Sri Lanka Saukyadana Movement - Junior Examination - B Pass
- Advanced Certificate In Human Resource Management - The Open University Sri Lanka . (Pending)



WORK EXPERIENCE

National Water Supply & Drainage Board -Panadura Branch

•Training Assistant (06 Month Training) In

2025

- * Assisted office staff with routine administrative and clerical tasks.
- * Performed data entry functions and maintained well-organized, accurate records.
- * Supported customer service operations by handling inquiries and preparing documentation.
- * Managed filing systems, photocopying, and other general office duties to ensure smooth workflow.