



N. MANESHA METHMINI

B.Sc. Management (Public) General (External) Degree, USJP

CONTACT



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189/2, Kumarigewatta,
Warakagoda, Neboda.

SKILLS

- Collaboration
- Team Work
- MS Word
- MS Excel
- MS Power point
- Leadership
- Communication

LANGUAGES

Sinhala : Native
English : Advanced

Date of Birth : 23/07/2001
NIC No. : 200170500651
Marital Status: Unmarried

I am a self-motivated, polite, enthusiastic, hardworking and friendly person with best communication and leadership skills. I passionate about achieving life goals. I respect the feeling of groups in the work done in connection with different people in the society. I am looking for a Job opportunity in a leading, reputed and challenging environment to meet and exceed the expectations of the company.

EDUCATION

- **Bachelor of Science Management (Public) General (External) Degree (Jan. 2022 – 2026)**
Faculty of Management, University of Sri Jayewardenepura.
- **G.C.E A/L Examination (2020)**
WP/H/ Royal National College, Horana.
Business Studies – B, Economics – C, Accounting – C, General English – C
- **G.C.E. O/L Examination (2017)**
WP/H/ Taxila Maha Vidyalaya, Horana.

Subject	Result
Buddhism	A
History	C
ICT	C
Citizenship Education	B
Dancing	C
Science	C
Mathematics	C
Sinhala	B
English	C

PROFESSIONAL QUALIFICATION

- **Online Certification Course in English**
3 Months (Nov. 2023 – Feb. 2024)
Sun Vision English Academy, Sri Lanka

REFEREES

Mr. G.A.N. Lakshan

Production Supervisor,
Verger Naturals (PVT) Ltd.,
Horana.
Phone: +94 78 539 2095

Mrs. S.A.K. Jeewani

Regional Manager,
Softlogic Life Insurance PLC,
Matugama.
Phone: +94 77 875 0007

WORKING EXPERIENCE

- **Agency Leader** (Jan. 2026 – Present)
Softlogic Life Insurance PLC, Matugama.
- **Team Leader** (Sep. 2025 – Dec. 2025)
Janashakthi Insurance PLC, Matugama.
- **Accountant** (Jan. 2021 – Aug. 2025)
Suratha Saru Trust Investment (PVT) Ltd.,
Warakagoda Branch, Neboda.

EXTRACURRICULAR ACTIVITIES

- **Member of School Volley Ball Team** (2012 - 2014)
WP/H/ Nahalla Sri Rewatha Maha Vidyala, Nahalla, Neboda
- **Class Monitress** (2012 - 2014)
WP/H/ Nahalla Sri Rewatha Maha Vidyala, Nahalla, Neboda
- **Member of English Literature Club** (2012 - 2014)
WP/H/ Nahalla Sri Rewatha Maha Vidyala, Nahalla, Neboda
- **Dhamma School Examinations** (2012 - 2016)
Sri Sucharithodaya Dhamma School, Gallena Raja Maha
Viharaya, Warakagoda.

DECLARATION

I certify that, the above mentioned details are true and correct according to the best of my knowledge.

Date: 19/06/2026

Signature: 