



**SAMINDI THARUSHIKA MENDIS
JAYATHILAKA**

PROFILE

A motivated individual with a Diploma in Business Administration seeking to build a career in human resource management. Possessing strong communication, organizational and interpersonal skills with a keen interest in recruitment, employee relations and HR operations.

PERSONAL SUMMARY

FULL NAME : Samindi Tharushika Mendis Jayathilaka

DATE OF BIRTH : 17th October 2002

CONTACT

 076-1361191

 samindijayathilaka6@gmail.com

 15/12, New Road, Palathota, Kalutara South, Sri Lanka.

SKILLS

- Microsoft Office
- Problem solving
- Data entry
- Communication & interpersonal skills
- Team work & cordination

LANGUAGES

- Sinhala - Fluent
- English - Good
- Japanese - Basic



WORK EXPERIENCE

Retail Assistant Trainee (6 - Month Training Programme - Completed)

May' 2025 - November 2025 (6 Months)

- Handled customer service and complaint resolution.
- Assisted with cashier operations and POS systems.
- Supported inventory management and stock control.
- Work collaboratively with team members to achieve daily targets.
- Gained exposure to digital payments and basic marketing.



EDUCATION

Diploma in Business Administration

STeI Institute, Singapore (Completed)

G.C.E. Advanced Level (2021)

Kalutara Balika National School

Business Studies – B Accounting – S Economics – C

G.C.E. Ordinary Level (2018)

Kalutara Balika National School

Buddhism – A Sinhala – A History – B Mathematics – C Dancing – B

Business & Accounting – C English – B Science – C ICT – C



COURSE & CERTIFICATES

AAT Level 1

Association of Accounting Technicians of Sri Lanka (Completed)

Microsoft Office Applications

JMC School of Computing (Completed)

Short Course in Listening & Speech

The Open University of Sri Lanka (2019) (Completed)

Japanese Language N5 (NAT-TEST)

Passed (February 2023)

MEMBERSHIPS & EXTRA CURRICULAR ACTIVITY

- Member of Sri Lanka School Karate-Do Association
- Completed 3-month basic Karate self-defense course (2014)
- Completed examination in outstanding Karate techniques (2016)
- Successfully completed traditional Okinawa Kobudo Karate course (2016)
- The Workshop on "Management, Youth Leadership & Buddhism (2016).
- Discovery Adventure Fair by SHINE Children & Youth Service (2024)- Singapore.



REFERENCES

“ Available upon request “

DECLARATION OF THE APPLICANT

I hereby declare that the above particulars furnished by me are true and accurate according to the best of my knowledge. If I am granted an opportunity to prove my worth, I assure you, that I shall strive to do my duties with the best of ability

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Signature

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Date