



H.A. UMaya
MADHUMALI

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umayamadhumi123@gmail.com

Pahala Galathura,
Kiriella

FULL NAME

Hapu Arachchige Umayamadhumi

BIRTH DATE

1995 – 08 – 05

GENDER

Female

NIC NO

957182593v

CIVIL STATUS

Single

NATIONALITY

Sinhala

PROFILE

A Faithfull, talented, self-motivated Person with excellent interpersonal skills. Good listener with strong theoretical and practical background who possesses the self-discipline and the ability to work within an industry with the experience I have. Possessing a good team spirit and a person with creative ideas who can communicate clearly and effectively. Currently looking for an opportunity to develop my career while fulfilling organizational goals and objectives. Willing to build up an excellent professional personality in the future with a good supervision.

PROFESSIONAL SUMMARY

- Foundation level – Association of Accounting Technician (AAT) Sri Lanka
- National Certificate Computer Application Assistant NVQ Level 3
- Executive Certificate in Employment Law – CIPM

EDUCATION

B.Sc. (Business Management) Special Degree with Second Upper Division - Rajarata University of Sri Lanka, Mihinthale – (2016 – 2021)

G.C.E. (A/L) – Sivali Central College – Ratnapura (2015)

Accounting	A
Business Studies	A
Economics	B

G.C.E. (O/L) – Kiriella Central College – Kiriella (2011)

Buddhism	A
Sinhala	A
Mathematics	A
Commerce	A
Health	A
History	A
Drama	B
Science	B
English	C

EMPLOYEEMENT HISTORY

HR Executive(HR & Compliance) – Regal Calibre (LK) Ltd

Kiriella | 2024 January – Present

Finishing Clark – Regal Calibre (LK) Ltd

Kiriella | 2022 May – 2023 December

Trainee – Bank of Ceylon

Ayagma | 2021 Jaunary – 2021 July

COURSES

Internal Tamil course – Rajarata University of Sri Lanka

2019

LANGUAGES

Sinhala – Mother tongue

English – Full professional proficiency

INTEREST

- Traveling
- Writing
- Drawing
- Music

PERSONAL SKILLS

- Creative spirit
- Reliable & professional organize
- Time management
- Team player
- Fast learner
- Motivated
- Leadership
- Communication
- Relationship building skill

STRENGTH

- Ready to accept challengers.
- Creativity and quick learning ability.
- Honesty.
- A team worker.

Communicative English Language Skills – Sabaragamuwa English Project

2014 October – 2015 March

Training Course in English – Academy of English Studies

2012 January – 2012 April

EXTRA - CURRICULAR ACTIVITIES

- An active member of the University Business Management Student's Association
- First place of the Essay Writing Sinhala Language & Literature competition of the divisional sector
- Runner up in the Essay Writing of the divisional Art Competition
- Runner up in the Essay Writing of the Daham School Competition

RESEARCH EXPERIENCE AND PROJECTS

- Conducted & published a Research on "The impact of employee's motivation on employee's performance in the Telecommunication Industry with reference to Ratnapura district"
- Conducted project of building open class room in Diulwewa school of Anuradhapura.

SKILLS

- Fundamental knowledge in the areas of Management, Accounting, Economics, Statistics, HR, Marketing, Business Law, Indigenous Management, Auditing, Taxation, Operation Management, Project Management, Total Quality Management, Financial Management, Organizational Behavior, Risk Management, Entrepreneurship, International Business Management
- IT Proficiency – Word Processing, Prepare Spreadsheet, Prepare Presentation, Manage Database, Perform Internet & Electronic Mail Operations, Accounting Package Sage Line 50
- Strong Written & Verbal Communication skills both Sinhala & English languages

REFERENCE

Mr. K.M.C. Roshan

Samarasinghe

Campaign Manager
World Mosquito Program
No. 45,
Lakedrive,
Rajagiriya
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073 4891902

Mr.A.L.A. Dilan Mihiranga

Ambegoda

Engineer
Yamada Seisakusho Technical Center
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I do hereby certify that the above particular finished by me are true and correct according to the best of my knowledge.

DATE

UMAYA MADHUMALI