

DAMDINI PERERA

No 459/B, Galle Road, Kuda Waskaduwa, Waskaduwa
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PROFESSIONAL SUMMARY

A dedicated and detail-oriented professional with practical experience in administrative operations, human resource support, and corporate accounting environments. Successfully balances corporate employment with ongoing higher education in Accounting and Finance at the undergraduate level. Possesses foundational expertise in small business management and professional office application suites, driven to maintain strict corporate standards and organizational efficiency.

WORK EXPERIENCE

HR Assistant

February 2025 – Present

Worldwide Group

- Assist in routine human resource workflows, overseeing accurate employee attendance documentation and file maintenance.
- Support internal communication pipelines and manage administrative paperwork within the corporate office.

Trainee (Accountant Revenue Unit)

July 2024 – January 2025

Ceylon Electricity Board, Distribution Division 04 Headquarters

- Acquired operational training and structured insight within a specialized public sector utility revenue accounting unit.
- Supported foundational financial data records, processing routines, and unit billing workflows.

EDUCATION

BMS Honours in Accounting and Finance

Ongoing

The Open University of Sri Lanka (Undergraduate Program)

G.C.E. Advanced Level (Commerce Stream)

2022

Agamathi Balika Vidyalaya, Panadura

Economics: **S** | Business Studies: **S** | Accounting: **F**

G.C.E. Ordinary Level

2019

Agamathi Balika Vidyalaya, Panadura

Buddhism: **A** | Mathematics: **A** | Sinhala Literature: **B** | Sinhala: **C** | History: **C** | Media: **C** | Citizenship Education: **C** | English: **S**

PROFESSIONAL QUALIFICATIONS & CERTIFICATES

- **Certificate in Small Business Management** – The Open University of Sri Lanka

- **Diploma in Human Resource Management and Administration** (Grade: C) – SITC Campus 2024
- **Diploma in English Language** – IMBS Green Campus 2025
- **NVQ Level 3: Information and Communication Technology (ICT)** Certificate
- **Diploma in Computer Studies (MS Office Professional)** – Weerawardana Computer Training Center 2019

REFERENCES

Available upon request.