

Dilanthi Darshanika Kirinde

PERSONAL DETAILS

Full Name: Rambukkana Maggonage Dilanthi Darshanika Kirinde

Nationality: Sri Lankan

Date of Birth: 16/06/1971

Sex: Female

Marital Status: Married

Identity Card No: 19716680230

Permanent Address: No. 119, Waduramullawatte Road, Waduramulla, Panadura, Sri Lanka.

Mobile: (+94) 714807590, (+94) 776634940

E-Mail: dilanthikirinde@gmail.com

LinkedIn <https://www.linkedin.com/in/dilanthi-kirinde-816092188/>

School Attended: St. Paul's Girls School, Colombo, Sri Lanka.



OBJECTIVE

To obtain a responsible career opportunity, where I can utilize my knowledge, skills and work experience, while making a significant contribution to the success of my Employer.

EDUCATIONAL QUALIFICATIONS

Passed the G.C.E. (O/L) Examination in December 1987.

EMPLOYMENT

April 2021 to February 2022 **SECRETARY - HR**
Mount Lavinia Hotel (★★★★★ / 4 Star Hotel)
100 Hotel Road
Mount Lavinia

December 2009 to April 2021 **SECRETARY - KITCHEN**
Mount Lavinia Hotel (★★★★★ / 4 Star Hotel)
100 Hotel Road
Mount Lavinia

August 2007 to November 2009

SECRETARY – FRONT OFFICE
Mount Lavinia Hotel (★★★★☆ / 4 Star Hotel)
100 Hotel Road
Mount Lavinia

May to July 2007

SECRETARY – SALES & MARKETING
Mount Lavinia Hotel (★★★★☆ / 4 Star Hotel)
100 Hotel Road
Mount Lavinia

November 2006 to April 2007

SENIOR EXECUTIVE
Fingara International Cricket Academy
Old Kesbewa Road
Boralasgamuwa

May to October 2006

EXECUTIVE
Aitken Spence Overseas Travel Services (Pvt) Limited
Vauxhall Street
Colombo

July 2003 to March 2006

SECRETARY – TOUR ORGANIZING DEPARTMENT
Sri Lanka Cricket
Maitland Place
Colombo

December 2002 to June 2003

SECRETARY
German Technical Cooperation (GTZ)
Colombo

May 1999 to November 2002

SECRETARY – IT DEPARTMENT
DFCC Bank
Colombo

July 1993 to June 1996

SECRETARY
Link Group of Companies
Colombo

July 1991 to June 1993

STENOGRAPHER
Mercantile Tours (Ceylon) Limited
Colombo

January to June 1991

STENOGRAPHER
Mercantile Enterprises Limited
Colombo

PROFESSIONAL CERTIFICATES

Passed typing Course conducted by Polytechnic Institute, Sri Lanka.
Completed an English Stenography Course conducted by National Apprentice & Industrial Training Authority, Sri Lanka.
Passed Diploma in English Course conducted by Polytechnic Institute, Sri Lanka.

Passed English for Careers Course Part I - II conducted by University of Colombo, Sri Lanka.
Followed the Diploma in Advance English Course conducted by University of Colombo, Sri Lanka.
Passed the Confidential Secretaries Course conducted by Polytechnic Institute, Sri Lanka.
Followed a Secretarial Practice Course at National Institute of Business Management in Sri Lanka.
Passed English Grade I to V conducted by Western Music & Speech, Sri Lanka.
Passed English Language Intermediate Level Examination conducted by Institute of Workers Education, University of Colombo, Sri Lanka.
Passed English for Communication Level 1 to 3 by the Department of Examinations, Sri Lanka on behalf of University of Warwick, England.
Passed Business Language Testing Service (BULATS) Examination conducted by British Council, Colombo.
Training Programme titled The Sectary 2017 held at Kingsbury Hotel on 25th May 2017.

REFEREES:

Mr. Ralf Vogt
Director Operations - Food & Beverage
Mount Lavinia Hotel
No. 100, Hotel Road
Mount Lavinia, Sri Lanka
Mobile : 0094772078898

Mr. Anura Dias
Assistant Manager – Support & SAP Basis
Associated Motorways (Pvt) Limited
No. 185, Union Place,
Colombo 02, Sri Lanka
Mobile : +94771923667

I do hereby certify that the above information provided is true and accurate to the best of my knowledge.

Date 07th January 2022

Signature : Dilanthi Kirinde