

P. K. Amashi Narthana



Education

**Certificate in Teaching
English as a Foreign Language
(TEFL-Level 5)
(2022 – currently following)**

Awarding by St. George
International Teacher Training
Institute Negambo, Sri Lanka.

**Diploma in English Language
Teaching. (2017 – 2018)**

Awarded by Lyceum Teacher
Training Academy Nugegoda, Sri
Lanka.

**Primary and secondary
education at St. Paul's Girls'
School Milagiriya, Colombo 5.
(2002 – 2015)**

**G.C.E Advanced Level
Examination – Commerce
stream (2015)**

Profile

A strong personality with an excellent communication skill, computer knowledge and organizational abilities which will be helpful in contribution to the development of the organization with impressive performance.



88/3F, Galwatta, Kotikawatta, Angoda, Sri Lanka.



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15.05.1996

Working Experience

- Currently English Tutor (2021)**
- 2019- 2020 ESL Teacher**
Bond International Language Learning Centre,
Kela, Maldives.
*Job role - Teaching ESL curriculum.
- Developing Teaching Aids / Learning Materials.*
- 2018- 2019 English Language Teacher**
O.K.I International School, Kaduwela, Sri Lanka.
*Job role - Planning lessons for classroom of 25-30 students.
- Teaching English Language for grade 5, 6 & 7.*
- 2016- 2017 English Language Teacher (at Saturday school)**
J.M.C College, Kaduwela, Sri Lanka.
*Job role - Teaching English Language from beginner to advanced level students.
- Instructing students in basics of English Grammar & conversational speaking.*
- 2015 Customer Care Agent (for six months)**
Bellvantage Pvt Ltd, Colombo 05, Sri Lanka.
*Job role - Handling average 100 calls per day.
- Boosting sales revenue by product promoting.
- Managing customer inquiries and product promotions.*

Soft Skills

- Communication skills
- Teamwork
- Time management
- Flexibility
- Problem-solving

Technical Skills

- Data management
- Computer skills
- Microsoft Office skills
- Presentation skills

Language Literacy

- Sinhala  100%
- English  98%
- Tamil  30%

Other Qualifications

- **2021 International English Language Testing System (IELTS)**
Overall band score: 6
Accomplished in IDP Education, Colombo, Sri Lanka.
- **2014 General English Proficiency Programme** (three months)
Awarded by International Buddhist Information & Research
Centre, Gothami Road, Rajagiriya, Sri Lanka.

Extra-Curricular Activities

- **2014- 2015 President** of HNB School Bankers' Association
at St. Paul's Girls' School, Milagiriya, Colombo 05,
Sri Lanka.
- **2014- 2015 Secretary** of Commerce Society at St. Paul's Girls'
School, Milagiriya, Colombo 05, Sri Lanka.
- **2014- 2015 Member** of English Literary Unit (Senior Committee)
at St. Paul's Girls' School, Milagiriya, Colombo 05,
Sri Lanka.
- **2013- 2014 Committee Member** of the Media Unit,
at St. Paul's Girls' School, Milagiriya, Colombo 05,
Sri Lanka.
- **2013- 2014 Member** of the Buddhist Association at St. Paul's
Girls' School, Milagiriya, Colombo 05, Sri Lanka.

References

Mrs. Tharanga Nawarathne
Principal – Primary School,
Royal International School,
Baudhaloka Mawatha,
Kurunegala,
Sri Lanka.

Tel No: +94718291569

Mrs. Shanthi Abeygunawardana
Senior Lecturer/Coordinator (DELT)
Lyceum Academy for Teacher
Education,
Raymond road, Nugegoda,
Sri Lanka.

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I hereby certify that the above details of mine are true and accurate to the best of my knowledge.

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Date

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P.K. Amashi Narthana