

CONTACT

50/2/A, Hadigama, Piliyandala, Piliyandala, Colombo District/Western Province 10300

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Sri Lankan

https://www.linkedin.com/in/sithmi-kulasinghe-8263

https://join.skype.com/invite/pdgGyZ8a2gmO

SKILLS

- Expressive arts and design
- Curriculum of Excellence knowledge
- Phonics
- Social and emotional development
- Early years literacy
- Classroom management
- Early childhood education
- First Aid
- Administrative support
- Effective communication
- Communication and language development
- Behavioural Management
- Play-based learning

LANGUAGES

English

Fluent

Sinhala

Fluent
Mother Tongue

Tamil

Elementary

Sithmi Kulasinghe

PROFESSIONAL SUMMARY

Enthusiastic individual offers compassionate care and communication abilities to Early Years Teaching Assistant role. Collaborative team player working flexibly to meet changing job, environment and child requirements.

WORK HISTORY

Early Childhood Teaching Assistant 08/2022 - Current
Lyceum Leaf School - Kottawa, Sri Lanka

- Maintained detailed records of each child's progress throughout the academic year.
- Assisted in the preparation of teaching materials for creative arts projects.
- Strengthened children's literacy skills through phonics-based games and exercises.
- Created stimulating activities that enhanced motor skill development in children.
- Reinforced lessons presented by teachers to ensure comprehension amongst students.
- Developed children's language skills through reading and storytelling activities.
- Collaborated with teachers to develop age-appropriate curriculum that encouraged intellectual growth.
- Facilitated regular communication between parents regarding their child's progress at school.

HR & Admin Assistant 11/2020 - 11/2021
Polycrome Electrical Industries - Boralesgamuwa, Sri Lanka

- Enforced company policies to foster a respectful workplace environment.
- Streamline HR procedures for enhanced productivity.
- Assisted in recruitment processes for improved workforce quality.
- Managed employee records, ensuring data accuracy and privacy standards were met.
- Maintained punctuality records, ensuring fair pay practices were adhered to.
- Prepared job descriptions, attracting the right talent pool.
- Document meeting minutes accurately, maintaining transparency in communications.
- Collaborated with managers to handle disciplinary issues effectively.

Junior Accounting Clerk 02/2019 - 10/2020
Classic Venture Security (Pvt) Ltd - Colombo 5, Sri Lanka

- Demonstrated respect, friendliness and willingness to help wherever needed.
- Engaged with stakeholders to build relationships and brand awareness.
- Delivered high-quality results within budget and timeframe targets.
- Delivered services to customer locations within target timeframes.
- Forecasted sales trends to plan team resourcing.

EDUCATION

Bachelor of Arts: Early Childhood Education, 09/2020 – 02/2024
Metropolitan College – Sri Lanka
Graduated from International Girne American University

Higher National Diploma: Business Operations Management , 02/2020 – 06/2022
IDM Colombo Campus – Sri Lanka
Graduated from Pearson BTEC Level 5

Diploma: Computer Accounting & Computer Studies, 08/2018 – 01/2019
The IT Computer Academy – Sri Lanka

Certificate : English Language, 10/2017 – 03/2018
Saegis Campus – Sri Lanka

Certificate : English Language, 10/2016 – 04/2017
University of Colombo – Sri Lanka

G.C.E. Ordinary Level , 01/2013 – 12/2015
Holy Family Convent Dehiwala – Sri Lanka

G.C.E. Advanced Level , 01/2016 – 08/2018
Holy Family Convent Dehiwala – Sri Lanka

EXTRACURRICULAR ACTIVITIES

Senior Prefect in School Prefect Guide
Holy Family Convent, Dehiwala,
Sri Lanka

Member of the School Netball Team
Holy Family Convent, Dehiwala,
Sri Lanka

REFERENCES

Major Susil Perera,
Managing Director,
Classic Venture Security (Pvt) Ltd,
Colombo 5, Sri Lanka.
Tel: +94 75 363 2000.

Pradeep Saputhanthri,
Attorney at Law,
Commissioner General,
Department for Registration of Persons,
Battaramulla, Sri Lanka.
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