



J. K. METHISHELA SHALOMI

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Address : No. 190/15D, Narthanagala, Munagama, Horana

PROFILE SUMMARY

Motivated HND Business Administration student with an interest in Human Resources, Administration, Marketing, Finance and Operations. Strong communication, teamwork, organizational and problem-solving skills with a willingness to learn and develop professionally. Seeking an internship or entry-level opportunity to apply academic knowledge in a professional environment.

WORK EXPERIENCE

Call Center Executive – INET SOLUTION (PVT) LTD (2024)

Managed and resolved 80+ daily driver account verifications and payment disputes via PickMe Driver App, maintaining a 95% first-call resolution rate and ensuring high customer satisfaction.

PROFESSIONAL QUALIFICATIONS

- Higher National Diploma In Business Administration (HND BA)
SLIATE Dehiwala – Reading (2024/2026)
- Certificate of HR Management course
Sipway Campus Kurunagala - Obtained (2024)
- IHRA Higher Level Certificate Course in English
University of Colombo - Obtained (2023)
- AAT 1st Level
Zeon Opera Horana - Obtained (2020)
- Certificate of Web Designing
Taxila Central College Horana - Obtained (2020)

ACADEMIC QUALIFICATION

- General Certificate of Education Advanced Level Exam - 2022
Commerce Stream | passes : 3C | Index Number : 2677121
 - General Certificate of Education Ordinary Level Exam - 2019
Passes : 2A, 2B, 5C | Index Number : 91234581
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PROJECT EXPERIENCE – HNDBA

- Research proposal (2026)
The impact of Work Life Balance on Job Satisfaction Among Female Employees in the Private Banking Sector in Sri Lanka - Research & Methodology Subject
 - Audit Field Visit Project (2026)
Study of the internal control system – Training & Development Process (Unilever Sri Lanka)
 - Developed Business Plan (2025)
Entrepreneurship & Small Business Subject
 - Marketing Field Visit Project (2025)
Company overview & Marketing Mix Analysis (Dreamron Company)
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LEADERSHIP EXPERIENCE

- Participate in workshop on Career Readiness & Professional Development - (2026)
 - Participated in Netball Fiesta - ATI Dehiwala (2025)
 - Leadership & positive Thinking Development Course (2018 -2023)
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CORE SKILLS

Project Management | Public Relations | Teamwork | Time Management | Leadership |
Effective Communication | Critical Thinking

TECHNICAL SKILLS

Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Google Workspace |
Basic Digital Literacy

LANGUAGES

Sinhala – Fluent

English – Native

REFERENCES

Mrs.K.Thananchayan

Senior Lecture & Head of Department (HNDBA)
Advanced Technological Institute (SLIATE) - Dehiwala
TEL NO : 077- 254 2660
Email : kalani@sliate.ac.lk

Mr.A.D.S.Peiris

Visiting Lecture
Advanced Technological Institute (SLIATE) - Dehiwala
TEL NO : 077- 707 3772
Email : dharana@gwu.ac.lk