



Personal details

 Namunige Sudesh Kavindu Lakshan
 kavindusudesh175@gmail.com
 077-6117720 | 075-3358668
 136/D, Ketepola, Ellagawa
 December 8, 2005
 Male
 Sri Lanka
 Unmarried
 sudesh-kavindu-a479a0367
 Religion: Buddhism

Skills

MS Word: ★★★★★
Internet and E-Mail: ★★★★★
English and Sinhala Type Setting: ★★★★★
Communication: ★★★★★
Leadership: ★★★★★
Responsibility: ★★★★★
Collaboration: ★★★★★

Languages

Sinhala: ★★★★★
English: ★★★★★

Qualities

■ Hardworking
■ Responsible
■ Motivated
■ Confident
■ Strong Communication and interpersonal skills
■ Quick learning and understanding ability
■ Adaptable
■ Committed

Namunige Sudesh Kavindu Lakshan

Profile

A hardworking, responsible, and motivated individual with prior experience in the banking sector, currently pursuing a Higher Diploma in Business at the University of Kelaniya. Eager to leverage professional skills and academic background to build a successful career in banking. Quick to learn, highly adaptable, and deeply committed to contributing positively to organizational success and growth.

Education

Higher National Diploma (HND) in Business Management (Aug 2026 - Present | University of Kelaniya, Kelaniya)

- Developed skills in strategic business planning, organizational structure, and leadership practices.
- Comprehensive understanding of core business principles including management, marketing, finance, and operations.
- Studied contemporary business environments and the impact of economic factors on organizational performance.

G.C.E. (A/L) Examination – 2024 (Sivali Central College, Ratnapura)

- ICT B
- Accounting C
- Econ C
- General English C

G.C.E. (O/L) Examination – 2021 (R/Ketepola Vidyalaya)

- Buddhism A
- Sinhala A
- Mathematics A
- History A
- Science A
- Music A
- Civic A
- English C
- Home Science C

Employment

Accountant (Apr 2024 - Nov 2025) Lakmal Enterprises & Lakmal Zone

- Reconciled bank statements and resolved discrepancies to ensure accurate financial reporting.
- Assisted in monthly and quarterly financial closing processes to support timely reporting.

Intern (Nov 2025 - Present) Sampath Bank PLC

- Gaining practical experience in banking operations.

COMMUNICATIONS

- Confident with the basic MS-Office Software Packages. (MS Word)
- Internet and E-Mail etc.
- English and Sinhala Type Setting.

LEADERSHIP

- Strong Communication and interpersonal skills.
- Quick learning and understanding ability.

- Assisting with customer service activities.
 - Supporting administrative and day-to-day branch duties.
- Developing practical knowledge of banking procedures and documentation

Courses

Certificate in Computer Science at Nonasala institute

- Successfully completed with a Grade A.

All Island Graded Examination in Spoken English (1st Session & 2nd Session)

- Transitional Grade with Merit, Institute of Western Music & Speech; Grade One with Honor's Institute of Western Music & Speech.

Sabaragamuwa University of Certificate in English Sri Lanka

- Developed proficiency in English grammar, vocabulary, and communication skills relevant to professional and academic settings.
- Practiced written communication by composing reports, letters, and summaries with clarity and accuracy.

Diploma in Computing with a specialization in Graphic Design – Oslo Campus (2022)

- Designed visually compelling graphics and digital artwork using Adobe Creative Suite including Photoshop, Illustrator, and InDesign.

References

W.A. Akila

Asst. Manager

Sampath Bank PLC

Ingiriya branch

+94 71 905 8982

Mr. Shalika Chathurani

R/ Ketepola Vidyalaya

076-2374848