

Name: Upeksha Hettiarachchi
Address: No.122, Buddhist Center Rd, Sinharamulla, Kelaniya
E-mail: hettiarachchiupel@gmail.com
Mobile: 0726482988

WORK EXPERIENCES

Company Name: [SASIPMA INSTITUTE OF HIGHER EDUCATION](#)

From: 4th September 2022 - Present

Designation: Teacher

Job responsibilities: Teaching business-related subjects for GCE OIL students, such as marketing and management

Company Name: [SIPVIDU HIGHER EDUCATION INSTITUTE](#)

From: 2nd June 2020 to 17th December 2021

Designation: HR INTERN

Job responsibilities: Maintain and update employee records and HR databases

Company Name: [NEON GLOW ADVERTISING](#)

From: 7th of Jan 2019 - 24th of March 2020

Designation: Graphic Designer

Job responsibilities: Design marketing materials such as brochures, flyers, posters, and advertisements.

Company Name: [University of Kelaniya](#)

From: June 2017 - December 2017

Designation: IT Trainee

Job responsibilities: Document making using office package, Design student ID's using Photoshop

EDUCATIONAL QUALIFICATIONS

Bachelor's Degree in International Business Management

From: January /2023 to March /2024

Major: Management

Awarding Institution: IPAC School of Management, France

Passing Year: 2024

Result: 73%

Duration: 1 year

Higher Secondary Certificate

Human Resource Management — Diploma
Institution: Lanka Professional Examination Center
Duration: 1 year

From: July / 2021 to July/ 2022

Computer Graphic Designer - NVQ Level 04
Institution: Vocational Training Authority of Sri Lanka
Duration: 1 year

From: October/ 2017 to October /2018

Information and Communication
Technology Technician - NVQ Level 04
Institution: Automobile Engineering Training Institute of Sri Lanka
Duration: 1 year

From: November/2016 to November/2017

Secondary School Certificate

(GCE (A/L) Examination)
Institution: Helena Wijayawardana College.
From: June / 2014 to August / 2016
Passing Year: 2016
Stream: Commerce Stream (Passed)

(GCE (O/L) Examination)
Institution: Sri Dharmaloka College
From: January / 2002 to December / 2013
Passing Year: 2013 (Passed)

COMPUTER LITERACY

- MS Windows Operating System.
- MS Office (Word, Excel, PowerPoint, Publisher). • Adobe (Photoshop, Illustrator, Acrobat Professional).
- Internet Operation.
- Typing speed: 30 wpm.

PERSONAL DETAILS

Name : Upeksha Hettiarachchi
Father's Name : H.K Ajith Ananda
Mother's Name : N.T.P.G.A. Malkanthi
Present Address : No.122, Buddhist Center Rd, Sinharamulla, Kelaniya
Permanent Address : No.122, Buddhist Center Rd, Sinharamulla, Kelaniya
Date of Birth : 04/01/1997
Religion : Buddhism
Nationality : Sri Lankan
Hobbies : Music, Travelling, Watching Movies, Reading Books.
What'sapp No : 0094726482988

References

Referee 1:

Name: Milan Pitagaldeniya
The Principal of Sipvidu Institute Gampaha
Email Id: sipvidu1.gampaha@gmail.com
Mobile No: 0717281666

Referee 1:

Name: Chandana Welihinda
Owner
Neon Glow Advertising Panadura
Email Id: chandanawelihindaa@gmail.com
Mobile No: 0778816962