

Sachini Nayomi

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Kingdom of Bahrain
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Career Objective

To achieve excellence in a challenging environment that would provide me with an opportunity to experience personal growth while applying my Skills and Competency, contributing to the success of the organization.

Company	Bahraini Tathmeen Company for Asset Valuation S. P. C
Period	From June 2020 till date

Summary of duties:

- Working as a report manager and handles admin tasks.
- Creating zone maps and location maps prior for the inspectors for site visitations.
- Creating all reports in order to handed over to the banks or clients.
- Handling calls.
- Managing and storing soft and hard copies of each documents of each property.
- Creating mortgage reports, financial reports, financial review reports and rental valuation reports.
- Taking care of the emails and packaging of the reports in order to deliver.
- Coordinating with the inspectors in order to quicken the procedure.

Company	Visit Bahrain
Period	From September 2019 till March 2020

Summary of duties:

- Worked at the operations department.
- Organized and handled daily tours.
- Evaluated and pre-planned transportation and guides for all the Russian charted flights (Coral and Sunmar).
- Pre-booked sites for different types of tours.
- Handled 3 – 4 tours per day.
- Handled complaints of the guests throughout their stay.
- Co-ordination with the hotels throughout.
- Helping and coordinating with the finance department on the tour/guests money.
- Handled listing of office groceries and minor requirements and getting it fixed.
- Take part in staff meetings and enlightening conferences.

Company	Al Mahd Day Boarding School, Saar
Period	From August 2018 till June 2019

Summary of duties:

- Worked as an assistant for Grade 1 class, as an Art and Craft teacher for LKG and UKG class, as a PT teacher for UKG class and a typist at the school office.
- Made yearly reports of the school.
- Documented every activity of the school.
- Prepare lessons and making them interesting as possible.
- Prepare and mark homework, assignments and assessment.
- Research information from the Internet to ensure the knowledge they impart is current.
- Identify the needs of individual students in their classes, and work to help each child develop his or her own potential
- Prepare resources for the classroom
- Identify emotional, intellectual, physical, etc issues which may be hindering the student from learning to his/her best potential, and research and recommend courses of action
- Conduct parent-teacher meetings.
- Take part in staff meetings, enlightening conferences and teacher training workshops.

Company	Little Village Centre
Period	From September 2016 till November 2017

Summary of duties:

- Early Intervention Center for kids.
- Experience in handling kids with serious behavior issues, speech issues and kids with autism.
- Followed the Brain Gym workshop and Jolly Phonics training workshop.
- Fulfilled all aspects of a Primary school homeroom teacher including planning and implementing work.
- Conducted reading and writing activities.
- Implemented classroom strategies and developed excellent behavior techniques.
- Prepared the children for exams and also graded exam papers.
- Prepared unit lesson plans conducted grouped reading and writing activities.

Company	Bangladesh School
Period	From June 2015 till June 2016

Summary of duties:

- Designed and taught lessons in Computer science and moral science for 2nd, 3rd and 4th grade classroom.
- Developed and implemented daily and unit lesson plans for the grades, administered tests, evaluations and analyzed student performance.
- Fostered a classroom environment conducive to learning and promoting excellent student/teacher interaction.
- Met one-on-one with students who struggled most with the lessons.
- Meet the parents and guardians to discuss their children's progress and to determine their priorities for their children and their resource needs.

Academic & Professional Qualifications.

1. G.C.E Ordinary level
 - English A
 - Sinhala A
 - Science A
 - English Literature A
 - Business studies and Accounting A
 - ICT A
 - Religion A
 - Mathematics B
 - History B
2. Successfully Completed the ICM London Teachers Training Diploma in Mastermind International Institute.
3. Successfully Completed the Brain Gym Workshop and Jolly Phonics Training Workshop in Mastermind International Institute.

Extra-Curricular Activities / Achievements

1. Achievement
 - Prefect of Hillwood College Kandy from 2014 to 2015 at Hillwood College
2. Sports
 - Member of the Senior Tennis Team of Hillwood College
 - Member of the Senior Swimming Team of Hillwood College
 - Member of the Senior Basketball Team of Hillwood College
 - Member of the Senior Athletic Team of Hillwood College
 - Member of the Senior Netball Team of Hillwood College
 - Member of the Netball Team of Sri Lanka Club, Bahrain
 - Member of the Tennis Team of Sri Lanka Club, Bahrain
 - Member of one of the women Cricket Teams in Bahrain
3. Extra-curricular
 - Member of the Senior Western Choir Team of Hillwood College
 - Member of the Senior Chapel Choir Team of Hillwood College
 - Member of the Drama Club of Hillwood College
4. Clubs & Societies
 - Director of the Photographic Club of Hillwood College
 - Member of the Senior Link Club of Hillwood College
 - Member of the Sri Lanka Club, Bahrain

Computer Literacy & Skills

- IT Skills – Microsoft office & Internet Research
- Team Building & Training
- Communication & Interpersonal Skills, Networking, Conflict Resolution, Group Dynamics, Problem Solving, Analytical Thinking and Excellent Planning Skills.

Personal Details

Name In Full	J. A. Sachini Nayomi Jayasinghe
Permanent Address – Sri Lanka	"Jayasewana", Yogamuwakanda, Polgahawela, Sri Lanka
Gender	Female
Nationality	Sri Lankan
Passport No	N7347060
CPR No	960819118 (Bahrain)
Place, Date of Birth	Bahrain, Manama – 22 nd August 1996
School	Hillwood College Kandy, Sri Lanka
Marital Status	Single

None Related Referees

Mrs. Abrar Darwish Director Little Village Center Bahrain Address : 3322, Um Al-Hassam, Manama, Bahrain Tel : +973 1310 4746 Mobile: +973 36699224 Email : darwish.slt@gmail.com	Mr. Prabaker Vincent Director Mastermind International School Address :Villa 460, Rd 2809,Area 328,Manama, Bahrain Tel : + 973 1700 1816 Mobile: +973 33730830 Email : md@mmibahrain.com
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Mr. Anushka Dimuth De Mel HR Manager Visit Bahrain Address : 14 th floor, Business Bay, Office no. 1402, Building no. 1260, Road no. 2421, Block no. 324, Juffair, Bahrain Tel : +973 1722 1166 Mobile: +973 3340 6777 Email : dimuth88@hotmail.com	Mr. Ali Amralla Senior Advisor Visit Bahrain Address : 14 th floor, Business Bay, Office no. 1402, Building no. 1260, Road no. 2421, Block no. 324, Juffair, Bahrain Tel : +973 1722 1166 Mobile: +973 3698 8881 Email : ali@visitbahrain.bh
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I hereby certify that the above Information is true and accurate to the best of my knowledge.



Sachini Nayomi

November 2020

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