



# NIMESHI HURUGGAMUWA

## PERSONAL DETAILS

**Date of Birth:**  
06/07/2000

**Gender:**  
Female

**Civil Status:**  
Single

**Nationality:**  
Sri Lankan

**NIC No:**  
200068802540

## CONTACT

**Address:**  
No. 69/1, Galmaduwatta Road,  
Kandy, 20194, Sri Lanka.

**E-mail**  
nishi0624@icloud.com

**Mobile**  
+94 76 668 7251

## SOFT SKILLS

- Critical Thinking Skills
- Good Communication Skills
- Team worker
- Organization Skills
- Problem Solving
- Time Management
- Creativity
- Administrative skills

## LANGUAGES

Sinhala - Fluently  
English - Fluently

## PROFILE SUMMARY

I am a hardworking and enthusiastic candidate with a positive working spirit, Attentive and flexible to challenging environment, I believe I have good communication and written skills that would provide transparency and productivity in working environment. Interactive and Initiative working as a team player or as an individual. Keen in learning and adopting to new skills and tasks effectively.

## WORK EXPERIENCE

### Team Leader - Maintenance Department

Ceylon Consulting Medical Servies (Pvt) Ltd | Oct 2022 – Present

- Building the Team in quality and quantity
- Handling directly with UK client managers.
- Leading the team in achieving the set targets monthly.
- Training New starters. Taking in new areas of work, expanding the work area.
- Communicating and negotiating with the UK Candidates in updating their documents

### Senior Compliance - Maintenance Officer

Ceylon Consulting Medical Servies (Pvt) Ltd | Oct 2020 – Sep 2022

- Training Starters in the team.
- Taking on more responsibilities in building the team.
- Learning more skills and achieving team goals and individual goals.

### Compliance - Maintenance Officer

Ceylon Consulting Medical Servies (Pvt) Ltd | Sep 2019 – Oct 2020

Working for a UK-based Recruitment Agency- Day Webster or Care Providers Ltd Mainly dealing with the below Tasks:

- Updating Registered Medical professional's compliance with the agency - Which allows them to work in the UK.
- Collaborating with UK Teams.
- Learning new areas and skills on the Job

### Buddhism Teacher

Dhamma School, Kurunegala | Jan 2017 – May 2017

- Participated in Teaching Buddhism at Regional Dhamma school for Grade 1 to Grade 5.

## PROFESSIONAL QUALIFICATIONS

### Diploma in Human Resource Management - Following

Chartered Institute of Personnel Management (CIPM) Kandy | 2023

### Advance Certificate in Human Resource Management

Chartered Institute of Personnel Management (CIPM) Kandy | 2022

## **EDUCATION QUALIFICATIONS**

### **General Certificate of Education**

Advanced Level Examination | 2019 – All 3 Passes

### **General Certificate of Education**

Ordinary Level Examination | 2016 – All 9 Passes

## **EXTRA-CURRICULAR ACTIVITIES**

### **Netball Player**

Royal International School, Kurunegala | April 2013 - June 2015

- Played as the GS and GA in the School Team.
- Participated in regional Matches.

### **Pack Leader - Girl Guides Club**

Royal International School, Kurunegala | May 2011 - Aug 2016

Engaged in Various outdoor activities such as;

- Regional School Camping events
- Enrolled in the President Girl Guide qualification activities.
- Trekking and outdoor skill practices.

### **Senior Choir Band Member**

Kandy Girls High's School | Feb 2018 - March 2019

- Engaged in Zonal Choir competitions - school team was awarded 3<sup>rd</sup> place.

### **Assistant Sergeant - Arms Interact Club**

Kandy Girls High's School | May 2018 - June 2019

Executive committee board Engaged in Many social and community activities such as:

- Giving Aid and supplies to elderly homes
- Organizing talent show especially abled children in Kandy - Hope 18
- Doing Community Service such as; distributing food to homeless, promoting green life in the city
- Organizing sports events among regional school

## **NON-RELATED REFEREES**

### **Mr. M.J Rashdaan**

General Manager

Ceylon Consulting Medical Servies (Pvt) Ltd

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