

## **CURRICULUM VITAE**

I.W.S Chethana Rajaguru

389 Rathnapura Road,

Kalawana.

Tel.077-5465525

E-mail [sandunirajaguru2001@gmail.com](mailto:sandunirajaguru2001@gmail.com)

Have obtained good academic background and leadership skills. I am to a secure, responsible, and challenging position in a progressive company that would provide me an opportunity for personal growth & career advancement, as well as to contribute towards the growth of the organization.

### **PERSONAL INFORMATION**

Name in full	: I.W.S. Chethana Rajaguru
Gender	: Female
Date of Birth	: 2001.11.26
Civil Status	: Single
NIC No	: 200183100410
School Attended	: R/Kalawana National School

## EDUCATIONAL QUALIFICATIONS

- GCE Ordinary Level (2017)

Index No: (71941045)

SUBJECT	GRADE
Buddhism	A
Sinhala	A
I.T.	A
Mathematics	B
History	B
Bus. & Acct.	B
Dancing	B
Science	C
English	C

- GCE Advanced Level (Commerce) (2021)

Index No: (6467830)

SUBJECT	GRADE
Accounting	A
Business studies	C
Economics	C

## **PROFESSIONAL QUALIFICATION**

- Currently Following ICT (NVQ4) Course in NAITA Kalawana (National Apprentice Industrial Training Authority)

## **KEY SKILLS & ACHIEVEMENTS**

- Strong interpersonal and communication skills both verbal and written in Sinhala and good in the English Language.
- Improved communication skills through presentations.
- A fair for public relations.
- Initiative to act independently Leadership skills.
- Ability to work in a computer- supported environment.
- Ability to integrate with people and quick adaptation to new situations.
- Ability in analyzing situations and making immediate and proper decisions.
- Special ability in working under pressure.

## **COMPUTER SKILLS**

- Working with – Windows XP, 07,08,10 Windows Office 2007,2010,2013 Adobe Photoshop.
- PC Assembling formatting and Troubleshooting Internet & Electronic mail.
- Small Office Network.
- Web design (HTML, CSS)

## **OTHER ACHIEVEMENTS**

- Followed “Lanka English College” English Course.
- Dhamma school final exam certificate.

## **REFEREES**

Mr.D.M.H.P Dissanayake.

IT Instructor

Old Pradeshiya Sabha Building,

Samanpura Rd,

Kalawana.

045-2256019

I solemnly declare that all particulars given above are true and accurate to the best of my knowledge.

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Date

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Signature