

**HIGHER NATIONAL DIPLOMA IN INFORMATION
TECHNOLOGY**

ADVANCED TECHNOLOGICAL INSTITUTE-DEHIWALA



Assignment- CV writing

W.K.G.M.chandrasiri

DEH/IT/2019/F/0061

ADVERTISEMENT

VACANCY

PRODUCTION EXECUTIVE

The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, is the home and heart of print media in Sri Lanka, invites experienced, young, energetic candidates who are able to work as team players.

Qualifications & Requirements :

- A degree from a recognized university or Diploma in Printing Technology from a recognized Institution
- Good knowledge in Adobe indesign, illustrator and Photoshop Packages
- Well conversant in English Language
- Should be willing to work long hours/shift basis
- Two years of experience in the relevant field will be a distinct advantage

Job Profile :

- Prepare monthly and weekly production plans and share them with stakeholders on time
- Prepare print templates on time
- Co-ordinate the completion of pages with Advertising/Editorial/Technical/Printing Departments
- Convert Indesign files to pdf format for checking technical errors
- On time submission to CTP
- On time quality check
- Archive digital ads and editorial pages
- Co-ordinate smooth running of production process

Age : Below 30 years

Salary : The selected candidates will be offered an attractive remuneration package.

Please forward your completed Curriculum Vitae within seven days of this advertisement with names and contact details of two non-related referees to the under-mentioned address stating that position on the top left hand corner of the envelope or e-mail to the following e-mail address with the subject line "Post of Production Executive".



Head of Human Capital
The Associated Newspapers of Ceylon Limited
No.35, D.R. Wijewardene Mawatha, Colombo 10.
dgm.hc@lakehouse.lk

COVER LETTER

9th September 2021

Director,
Head of human capital,
The associated newspapers of Ceylon limited,
No.35, D.r.wijewardhana mawatha,
Colombo 10,

Dear sir/ madam,

I read with great interest your job description of production executive in the associated news papers of Ceylon limited. I wish to apply for this position. I believe this position offers the challenges that my education and experience have prepared me to handle such task professional basis.

I am a student with a diploma (Diploma in Information technology) of SLIATE here, and hold a degree in bachelor in information technology at moratuwa university. I have earned my diploma in January Of 2019 and thereafter I had been working as a this position in two of the private company and I am seeking a good position with your reputable company that meet my qualifications and experience. I have enclosed my CV for your consideration details my qualification related to IT and also my previous experience which is relevant to this role.

Please review my resume, which provides details of these examples of skills in:

- **Illustrator**
- **Adobe Photoshop &**
- **English knowledge**

I look forward to learning more about the production executive position. If my skills match your requirements, please contact me at 0776563969 or geshanimc@gmail.com to schedule a meeting.

I shall be thankful for a favorable response from you at an early date please.

Thank you,

Sincerely yours,
Geshani Malindika.



W.K.G.M.Chandrasiri

CURICULUM VITAE

PERSONAL INFORMATION

ADDRESS

NO.319/1,
Karandana south,
Karandana.

BIRTHDAY

20/10/1999

PHONE

+94 77 6563979

E-MAIL

geshanimc@gmail.com

FACEBOOK

<http://www.facebook.com/geshani.malindika.7>

school

Royal college – Horana

INSTITUTE

SLIATE
ATI- Dehiwala

PROFILE

I am a hardworking and motivated production executive who has acquired extensive knowledge in the field through the study of Information technology at higher national diploma level and previous work experience 2 years .

EXPERIENCE

Production executive - I worked at private company from 2 years

ICT teacher - I have been working part-time as a teacher over two years, developing my skills in consulting, demonstrating and motivate students to achieve their goals.

SKILLS

TEAMWORK:

As part of my higher national diploma I completed a group project, which involved working closely with small group of peer to research and create a presentation.

Organization and time management:

In my final year of university, I juggled my dissertation with a part time job and university projects, showing my ability to manage my time effectively and complete multiple tasks.

Education

- Advanced Level
Index number – 1656248
Year -2018
z.score- 0.3775

Subject	Grade
Physics	S
Combined mathematics	S
Information & com. Tech.	C

- Ordinary Level
Index number – 51106914
Year – 2015

Subject	Grade
Mathematics	A
Science	A
Sinhala	A
Buddhism	A
ICT	B
Commerce	B
Drama	B
English	C
History	C

ADDITIONAL QUALIFICATION

Good conventional English and sinhla, proficient in office suit, Adobe illustrator and photoshop, plus basis web page design skills.

REFERENCES

- | | |
|---|--|
| <ul style="list-style-type: none">Ms.R.K.Pathirana <p>Lecture</p> <p>Advanced Technological Institute-Dehiwala</p> <p>076431824</p> | <ul style="list-style-type: none">Ms.N.R.Meddage <p>Head Of Department-IT</p> <p>Advanced Technological Institute-Dehiwala</p> <p>0711799244</p> |
|---|--|

Signature.

Geshani Malindika.

Date

9th September 2021

END...