

S.Ghanesh
20/72, Lady Horton's Road,
Bonavista
Nuwara Eliya

09.06.2018

To whom it may concern

Dear sir/madam,

Applying for the post of Trainer

I am S.Ghanesh. Presently I am working as District Manager, at Berendina Employment Centre, involving with youth gathering, training them through CG programmes, Organizing events relevant to youth empowerment.

Also I have worked for Diligent Consulting Group (pvt) Ltd, Borellasgamuwa, as Business Development officer and as recruit executive in international recruitment Department.

I have successfully completed my **B.Sc.(Spl) in Business management at Rajarata University of Sri Lanka**, with **one year and half year working experience including financial sector** I am seeking for a permanent career where I can perform my skills and ability for a better future. **I have the knowledge in the concepts of Marketing Management, Youth evaluating counseling**, as well as Human Resource Management. Further, I am an enthusiastic, Creative, positive minded and a very good team player.

Here I have attached copy of my resume for your further consideration.

Thanking for your valuable time.

S.Ghanesh

RESUME

SHANMUGAM GHANESH

No.20/72, Lady Horton's road,
Bonavista, Nuwara Eliya.

Phone: (+94) 077 8394333
Age: 24

E- Mail: ghaneshsmart@gmail.com
Sex: Male Civil status: Single

-I am willing to achieve my success through my **Knowledge, Creativeness and commitment.**

PROFESSIONAL QUALIFICATIONS:

- **B.Sc. (spl) Business Management** degree, at Rajarata University of Sri Lanka.
- **Excellent** communication and writing skills in, **English, Tamil, and Sinhala.**
- Diploma in English, Personal and Professional development at Beacon Hill Academy, Nuwara Eliya Jan -Nov 2012
 - Learned and practiced English grammar, pronunciation, Leadership, Teambuilding, **Business English, Proper keyboard skills, Office computing, Public Speaking, Presentation skills and Critical thinking.**
 - Studied material based in “**Stephen Covey's 7 habits of highly effective people.**”
- Awarded with distinction certificate in Windows Operating System and Ms Office 2007 at Ministry of Central Province's Basic Computer Training Program in 2011.
- Possess **valid driving license** in Sri Lanka.
- **Have creative skills in Photoshop, Corel draw applications.**

WORK EXPERIENCE

- Working as District Manager at Berendina Employment Centre
 - Involving in youth gathering, counseling,
 - Organizing events in youth Career Counseling purpose.
- Worked as **Business Development and recruitment Officer** at Diligent Consulting Group (Pvt) Ltd. Borellasgamuwa.
 - Involving in advertising about new vacancies and new offers promotions through websites like **Goto gulf , Ikman, Lanka adds**, also social Networks like **Linked in and Facebook** in the manner of attracting candidates and finding new clients in local and internationally.

- Make caller promotions and convince clients and candidates by promoting our services in creative ways.
- One year working experience as Accounts Assistant at GSM Associates, Colombo 7. (2014-2015).
 - Used thorough knowledge in Quick book, Accounts production softwares.

EDUCATIONAL QUALIFICATIONS:

- G.C.E A/L (St. Xavier's college, Nuwara Eliya): 2009-2011
Index No: 2198002

Economics	A
Business Studies	B
Accounting	C
English	S
General knowledge	52 Marks
 Z.Score	 1.5952

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- G.C.E O/L ((St.Xavier's college, Nuwara Eliya) : 2008
Index No: 82227500

History	A
Religion	A
Commerce	A
Math	B
Tamil Literature	B
Tamil Language	C
English	C
Agriculture	S
Science	S

EXTRA CURRICULAR ACTIVITIES:

- **1st place in Inter Faculty Chess Tournament** .(Rajarata University of Sri Lanka)
 - **Championship in Table Tennis event.** (Rajarata University of Sri Lanka)
 - Awarded with a certificate of excellence **for Taking initiative** and being responsible
At Beacon Hill Academy, Nuwara Eliya
- Participated in school sports events and own places.

INVOLVEMENTS:

- Participated at 5th NIDA Summer camp 2016, which held in **Bangkok, Thailand**. Under the concept of '**Innovative Ways towards Sustainable Tourism Development**.)
- **Being as the leader** and involved in **planning and organizing the Business fun fair** and helped the School in fund raising.
- Took an active part in organizing the Talent show which is a public show and participated as a dancer at Beacon Hill Academy.
- Actively involved in the community service projects and have individually accomplished a service to a poor family and to children care center.
- Participated in school Tamil day debate team.
- Actively Participated in FLC conference session 4 in Sri Lanka, conducted by Sri Lanka Unites.

REFERENCES:

Dr.K, Selvaretnam.JP (All island)
19/12, Kahawita Mawatha, Atthidiya
Dehiwala.
T.P: 0773119127

Mr. Asairathnam
Managing Director,
IBS,
Nuwara Eliya.
T.P: 0714495447