**RESUME**

**SHANMUGAM GHANESH**

No.20/72, Lady Horton’s road,

Bonavista, Nuwara Eliya.

Phone: (+94) 077 8394333 E- Mail: [ghaneshsmart@gmail.com](mailto:ghaneshsmart@gmail.com)

Age: 27 Gender: Male Civil status: Single

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

**PROFESSIONAL QUALIFICATIONS:**

* **Excellent** **communication and writing skills in,** **English, Tamil, and Sinhala.**
* **Awarded with distinction certificate in Windows Operating System and Ms Office 2007 at Ministry of Central Province’s Basic Computer Training Program in 2011.**
* Key skills in web browsing, usage of e-mail, web site marketing and ability to learn new computer software.
* 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.”**
* 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, Nuwara Eliya
  + Involving in youth gathering, CV analyzing, counseling, and direct them in appropriate path and Recruitment.
  + 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.
  + Arrange interviews and recruitments
* One year working experience as Accounts Assistantat GSM Associates, Colombo 7. (2014-2015).
  + Used thorough knowledge in Quick book, Accounts production softwares.

**EDUCATIONAL QUALIFICATIONS:**

* **B.Sc. (spl) Business Management** , at Rajarata University of Sri Lanka.( 2013-2017)
* 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

* 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 (Cricket, Running and indoor games) owned 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:**

Mr.B.M.Raheem

Deputy General Manager,

Berendina Group (Gte) Ltd.

T.P: 0773292078

Mr. Asairathnam

Managing Director,

IBS,

Nuwara Eliya.

T.P 0714495447