**CURRYCULAM VITAE**

**MRS.KOHILA.SHIVANANTHAN,**

**HINDU COLLEGE LANE,**

**KALKUDAH ROAD,**

**VALAICHCHENAI.**

**PHONE – 076-6536680**

**Personal profile:-**

Name in Full :- Mrs .Kohila .Shivanathan

Personal Address :- Vipulanatha Veethi,Valaichehenai

Date of Birth :- 10th September 1973

Gender :- Female

Marital Status :- Married

NIC No :- 737331194V

Nationality :- SriLankan Tamil

D.S Division :- Koralaipattu,Valaichchenai

G.S Division :- Valaichchenai Tamil-205

School Attended :- Bt/Ba/ Vincent Girls High National School ,Batticaloa

**Career objective**

To be a part of leading innovative organization which offers continuous opportunity for career development in Accounts field and career guidance field.

**Key Skills.**

* Very competent in all commonly used computer Programme.

(MS World, Excel, Power Point & Outlook)

* Language competency – Fluent in have Tamil and fair knowledge English.
* Good Team player.
* Ability to listen to people.
* Self-confidence & high morale unit achieved a given target.
* Innovative & Creative.

**Work Experience**

1. Employer – Eastern University Sri Lanka.

Position – Accounts Clerk

Period - From 1997 January to 200December

Duties & Responsibilities

* Voucher Preparing
* ETF,EPF & UPF preparing

1. Teacher Bt/Ku /Palchchenai G.T.M.School

Period - From 2005 January – September

1. Programme Assistant From 2005 September to 2013 may (Local Government)
2. Employer – Human Recourse Development Officer from 2013 May, up to. (Divisional Secretariat. KoralaiPattu ,Valaichenai)

**Professional Qualification**

* Diploma in Career Guidance. Institute of Sri Lanka Foundation One Year

**Higher Educational Qualifications**

* Batcher of Business Administration. Four Years. Eastern University Sri Lanka
* Higher National diploma in Accountancy Four Years. SLATI -Batticaloa

**Educational Qualifications**

* G.C.E A/L Commerce Stream (1992)
* G.C.E O/L (1989)

**Extra Curricular Activities**

* Prefect Bt/Ba/ Vincent Girls High National School
* House Caption Bt/Ba/ Vincent Girls High National School
* Secretary :- Koralaipattu ,Divisional Secretariat, Welfare Society.
* Secretary :- Koralaipattu ,Divisional Secretariat, Hindu Kovil Society
* Secretary :- Women Development Society –Valaichchenai Tamil

**Non – Related Referees**

Mr.V.Vasuthevan, Mr. S.Sivanasarajah.

Divisional Secretary. Asst Director of Planning

Koralaipattu, Valaichenai Koralaipattu, Valaichenai

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