

Chandrasegaran Sujevanee
No.37 7/03, Rudra Mawatha,
Colombo – 06.
Mobile: 0767630511
E-Mail: suje2510@gmail.com

PERSONAL PROFILE

I am a self-motivated, conscientious and enthusiastic individual who has the drive to meet demanding challenges. I enjoy working under team environment and I am comfortable in communicating with people at all levels. I have keen ability to adopt and learn and explore new areas. I am sure that my sense of initiative will enable me to become a valuable member of any team.

PERSONAL INFORMATION

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|-------------------|---|---|
| ✓ Full Name | : | Sujevanee Chandrasegaran |
| ✓ Date of Birth | : | 1993.10.25 |
| ✓ Gender | : | Female |
| ✓ Civil Status | : | Unmarried |
| ✓ Nationality | : | Sri Lankan |
| ✓ N.I.C.No | : | 937990596V |
| ✓ Objective | : | To strive to the highest in my chosen profession and in my personal and public life |
| ✓ School Attended | : | Primary Education in <ul style="list-style-type: none">● St.Anthony's Matriculation School, Trichy (Grade 1 to 5)● Periyar Maniammai Girl's Higher Secondary School, Trichy, India (Grade 06)● Highlevel International School, Hatton (Grade 06 to O/L) Secondary Education in <ul style="list-style-type: none">● Highlands College (English Medium), Hatton. (Advanced Level) |

EDUCATIONAL QUALIFICATIONS

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| ✓ Passed I.J.S.C. Examination (English medium 2007) | |
| Subject | Grade |
| Tamil | A |
| Science | A |
| Social Studies | A |
| I.T | B |
| Mathematics | B |
| English | B |
| Religion | C |
| ✓ Passed G.C.E (O/L) Examination (English medium 2009) | |
| Subject | Grade |
| English | A |
| Health & Physical Education | B |
| Religion | B |

Tamil	B
Mathematics	C
Business Studies & Accounting	C
Science	S
History	S
English Literature	S

- ✓ Passed G.C.E (A/L) Examination (English medium 2012)

<i>Subject</i>	<i>Grade</i>
GIT	A
English	B
Accounting	C
Business Studies	C
Economics	S
General Knowledge	045 Marks

- ✓ Passed AAT Foundation Level in July 2014

<i>Subject</i>	<i>Grade</i>
Business Communication	A
Basic Accounting	B
Business Studies	C
Economics	D

- ✓ Have followed a Diploma in Office Automation.
- ✓ Followed Diploma in computerized Accounting. (Tally, Simply Accounting, Peachtree, QuickBooks & MYOB)
- ✓ I have completed the first year examination in Bachelor of Business Administration (BBA) and doing my second year.
- ✓ Completed AAT Foundation Level.
- ✓ Presently started doing Chartered Executive Level.

EXTRA CURRICULAR ACTIVITIES

- ✓ President of School Maths Literary Association.
- ✓ Secretary of School Commerce Literary Association
- ✓ President of School Environment Association.
- ✓ Was a prefect in the School for 3 Years.
- ✓ Treasurer of School sports Association.
- ✓ Committee Member of School Tamil Literary Association.
- ✓ Committee Member of School English Literary Association.
- ✓ Member of School Netball Team.

COMMUNICATION SKILLS

- ✓ Conversant in English and Tamil fluently and good in Sinhala.
- ✓ Ability to communicate excellent with people of different orientations.
- ✓ Knowledge of Typing.

TEAM WORK

- ✓ Capacity to co-operate with team members.
- ✓ Capacity to work smart.
- ✓ Drive to be a team leader.
- ✓ Willingness to learn and experiment new things.
- ✓ Reading to share knowledge and team work.

WORKING EXPERIENCE

- ✓ Worked as an Accountant in International Network Manpower Agency and Ticketing in Hatton for four months.
- ✓ Worked as a Private Secretary to Hon.Min.Anushia Sivarajah, Minister of Industries, women Affairs, Sports Affairs and Education- Tamil, Central Province for six months.
- ✓ Worked in Wootton Hills (Pvt) Ltd as a clerk in my training period.
- ✓ Presently working in Ganrid Consultants (Back Office of an Australian Audit firm) as an Undergraduate Accountant since March 2014.

REFEREES

Mrs.Geetha Sarawana Bawan,
Managing Director,
Highlevel International School,
Hatton.
Tel No: 0512222914.

Mr.A.V.Ramesh Kumar,
Teacher,
Highlands College,
Hatton.
Tel No: 0722897844

Mr.S.Satheeskumar,
General Manager,
Wootton Hills (Pvt) Ltd,
Kotagala.
Tel No: 0777358865

I certify that the above information provided by me are true and accurate to the best of my knowledge.

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Date

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Signature