

## **CURRICULUM VITAE**

**Nivethini Manoharan**

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**Contact Number: 0776692562**

### **CAREER OBJECTIVES**

To acquire an entry level position in Accounting and Finance that will effectively utilize to learned expertise, creative talents and commitment to excellence. Desire a challenging and suitable position with career development and advancement potential.

### **ACADEMIC QUALIFICATIONS**

<b>Qualification</b>	<b>University / Board</b>	<b>Year of Passing</b>	<b>Award Classification</b>
<b>Bsc (Honours) Accounting and Finance</b>	<b>University Of London London School of Economics and Political Science</b>	<b>2015</b>	<b>Bachelor of Science (Honours) EMFSS Degrees(Standard Entry) Second Class Honours (Lower Division)</b>
<b>Diploma in Economics</b>	<b>University Of London London School of Economics and Political Science</b>	<b>2013</b>	<b>EMFSS – Diplomas : Merit (Economics, Management, Finance &amp; the Social Sciences) Convocation on 28<sup>th</sup> Feb 2014</b>

### **OTHER EDUCATIONAL QUALIFICATIONS**

<b>Qualification</b>	<b>School / Institute / Board</b>	<b>Year of Passing</b>	<b>Subjects</b>	<b>Grade</b>
<b>GCE Advanced Level (London)</b>	<b>Royal Institute Colombo Edexcel</b>	<b>2012</b>	<b>Accounting Business Studies Economics Mathematics and Statistics</b>	<b>A B B A</b>
<b>GCE Ordinary Level (Local Syllabus)</b>	<b>Colombo Ramanathan Hindu Ladies' College</b>	<b>2009</b>	<b>Saivism (Religion) Language and Literature (Tamil) Language (English) Science and Technology Mathematics History Business Studies and Accounting English Literature Information and Communication Technology</b>	<b>A B A B A B A B B</b>

## EXPERIENCE

- Employed short period (25<sup>th</sup> May 2015 to 10<sup>th</sup> July 2015) as a relief / substitute Teacher with Royal Institute Colombo – taught Mathematics for a higher secondary international school students.
  - Developing and implementing lesson plans
  - Managing classroom of 25-30 students from different backgrounds
  - Creating a comfortable and positive environment
  - Evaluating performance and maintaining records
- AIESEC Global exchange program through AIESEC Colombo University – Selected on Merit and matched with an international internship in AIESEC Krakow, Poland for the period from 18<sup>th</sup> July 2015 to 30<sup>th</sup> August 2015 and successfully completed.

## PERSONAL SKILLS

- Excellent English communication skills both oral and written
- Basic knowledge in Microsoft Office main applications (MS word, MS Excel, MS power point) and excellent typing speed (70 words per minute)
- Ability to easily grasp and put into application new ideas, concepts, methods and technologies
- Thrive both in independent and collaborative work environments

## EXTRA CURRICULUM ACTIVITIES - ACHIEVEMENTS

- Diploma In Bharathanatyam (2006)
- Trinity International Examination Board – Spoken English – up to Grade 11 (2011)
- North Ceylon Oriental Music Society – Classical Music and Veena – 4<sup>th</sup> Grade (2009)
- North Ceylon Oriental Music Society – Certificate of Qualified Bharathanatyam Teacher (2014)
- North Ceylon Oriental Music Society – Awarded the title “KALAAVITHTHAKAR” (2015)

## POSITIONS OF LEADERSHIP

- Active member of many Societies and Clubs at School
- Organized School level functions and Sports meet
- Junior Prefect of Ramanathan Hindu Ladies' College (2008-2009)
- Junior Prefect of Royal Institute (2010-2011)
- Senior Prefect of Royal Institute (2011-2012)

## HOBBIES AND INTERESTS

- Teaching
- Sports such as badminton and cricket
- Travelling
- Listening to music and learning different types of dance forms

## REFERENCES

<b>Mr S.Thumilan</b> Chairman and CEO of Blue Ocean Group of Companies No:32, 2 <sup>nd</sup> Floor, Galle Road, Dehiwala Tel No: 0112722217 / 0773028400 E-Mail : <a href="mailto:ceo@blueoceanresidencies.com">ceo@blueoceanresidencies.com</a>	<b>Mr S.Kagananandha</b> Managing Director of Micro PC Systems 150C, W.A.De Silva Mawatha, Colombo 6 Tel No: 0114000686 / 0777315271 E-Mail: <a href="mailto:nandha@micropcsystems.com">nandha@micropcsystems.com</a>
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## PERSONAL PROFILE

**Name** : Miss. Nivethini Manoharan  
**Date of Birth** : 28<sup>th</sup> July 1993  
**Nationality** : Sri Lankan  
**Identity Card No** : 937100175V  
**Languages known** : English, Tamil and Sinhala  
**Permanent Address** : No: 215, B 1/5 Park Road, Narahenpita, Colombo-05

I hereby declare that the above furnished particulars are true and correct to the best of my knowledge.

**Nivethini Manoharan**  
**14<sup>th</sup> September 2015**

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