

C.Edmen Raj,  
Industrial Estate Road,  
Atchuvely,  
Jaffna.

The Manager of Human Resource

Dear Sir,

**The Covering Letter.**

I, C.Edmen Raj the applicant who is seeking for a challenging position in the working field to execute the knowledge and skill acquired so far. If there is a vacancy please be kind enough to concern about my application. I'm anxiously waiting for feedback.

Thank you.

Yours sincere,

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C.Edmen Raj

# CURRICULUM VITAE

**C.EDMEN RAJ**  
**INDUSTRIAL ESTAE ROAD,**  
**ATCHUVELY,**  
**JAFFNA.**



**Contact No. 0776919138**

**Email – [edma143@gmail.com](mailto:edma143@gmail.com)**

## ***Career Objectives.***

Seeking for a challenging position in the working field to execute the knowledge and skill acquired so far, for the benefits of the organization and the process enhance my knowledge and skills.

## ***Personal Details***

- Full Name :- Charles Mathews Edmen Raj
- Date of Birth :- 1989.09.14
- Sex :- Male
- Nationality :- Sri Lankan
- Religion :- Roman Catholic
- Civil Status :- Single
- N.I.C. No. :- 892581541 v
- Driving License No :- B1356849
- School Studied :- St. Patrick's College Jaffna.

### ***Educational Qualifications***

- **G.C.E. O/L (2005) :**  
**At St. Patrick's College, Jaffna.**

<b>Subject</b>	<b>Grade</b>
Christianity	A
Tamil	C
Mathematics	C
Bus. & Acct.	B
English	C
Music	S
Soc.st.& His	S
Health & Ph.	C

- **G.C.E A/L (2008)**  
**Subject:-Commerce.**  
**At St. Patrick's College, Jaffna.**

### ***Other Qualifications***

- ❖ National Certificate for Accounting Technician (NCAT)-Technical College Vavuniya. (2012-2013)
- ❖ Diploma in ICT –IDM Nations Campus
- ❖ Certificate in Internet &E-mail-Techno world Studies (pvt) Ltd .
- ❖ Diploma in Desktop Publishing (DTP)
- ❖ Diploma in Micro Soft Office Automation
- ❖ Successfully completed –A Course in English Language-Royal English School Kandy.
- ❖ Successfully completed -Tally-Accounting Package.
- ❖ Successfully completed- Micro Finance-Vavuniya Campus of the university of Jaffna
- ❖ Successfully completed- Basic Sinhala Language -Vavuniya Campus of the University of Jaffna.

- ❖ Audit Clark trainee for Audit Clark from 01-09-2014 to 31-08-2015 at NAITA.
- ❖ Following AAT.
- ❖ Certificate on Catholic Daham pasal Final Examination
- ❖ Small Industry Management & Computer Hardware Technical Training program –Technical College Jaffna.
- ❖ ***Following Seminars held under the above titles –***  
community Based Rehabilitation (3 Days), Basic Financial System (14Hrs), Leadership Qualities in all level (14hrs), Project Cycle Management (26Hrs), Organizational Structure, Role, Responsibilities (8hrs), Admin, System & Office Mgt (8Hrs), Fundamentals of Community Based Rehabilitation (13Hrs), Inner Healing (6Hrs), Leadership, Involvement & co-operation (6Hrs)

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### ***Skills & Experiences***

- Five years Experiences At VAROD as an Assistant Accountant, Project Coordinator & Logistic Assistant.
- Six Month Experiences CLASIKA Program – “*Aims towards the mental, Physical & Spiritual Growth of the Children.*”
- Have some Field work Experience as a CBR
- Communication skills.
- Good leadership and management qualities.
- Ability to meet challenges and achieve targets through planning and positive thinking.

### ***School achievement Records***

- Interact Club Member
- I.T Club Member
- Participated English song Competition

- President of English Literary Association Meeting
- President of social Studies Club
- Tamil Union Member
- Member of the Scrabble Club
- Catholic Union Member

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***None related referees***

**Rev.Fr.Albert J.Arulraja CMF,**

Executive Director,  
VAROD,  
4<sup>th</sup> Mile Post, Mannar Road,  
Pampaimadu, Vavuniya.  
Tel-0772365648

**Siyon De Alwis,**

Senior Consultant/Trainer/Interpreter,  
Volunteer Association for Stimulation Know How,  
630/6 Narangodapaluwa,  
Tewatte, Ragama.  
[E.Mail - vask@Live.com](mailto:vask@Live.com)  
Tel-0774518685/0755133866

I hereby certify that above information furnished by me is true and accurate to the best of my knowledge.

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*C. EDMEN RAJ*