

## BIO DATA

### Personal Profile

Name	:	Jacksan Neiljenesan
Gander	:	Male
Marital Status	:	Single
Address	:	21/2,Galpotha s.t Colombo-13
School Attended	:	s.t. Anthony's Boys College
Nationality	:	Sri Lankan
Nic N.O	:	961603129v
Contact No	:	0756124918
E-mail	:	jenesan60@yahoo.com

### Education Qualification

#### GCE O/L

Religion	:	B
Tamil	:	B
Health	:	C
English	:	C
Mathematical	:	S
Science	:	S
Business Studies	:	S
Art	:	C
History	:	W

### Extra Activities

- ❖ Dancing
- ❖ Gym
- ❖ Drawing
- ❖ Short film Direction
- ❖ School Prefect

### Professional Qualifications Data

- ❖ Diploma in MS Office
- ❖ Hardware
- ❖ Diploma in internet & e-mail
- ❖ Diploma in Graphic Designing

## **Skills**

- ❖ Efficient ine-mail communication and ability to handle reports
- ❖ Ability to work independently
- ❖ Willingness to accept responsibility and ability to adapt to changes
- ❖ Excellent command of English in writing,reading,listening and speaking
- ❖ Decision making skill and experience in working under pressurized environment
- ❖ Valid Driving Lisence

I do hereby certify that above-mentioned particulars are true correct to the best of my knowledge.

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**Signature**

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**Date**