

*S. Sanjeewany,
No: 53/2,E.S.Fernando Mawatha,
Wellawatte, Colombo.
E-mail: sanjeewany@gmail.com*

CURRICULUM VITAE

Personal Information

Full name : Sanjeewany Shanthakumar
Name with Initials : S.Sanjeewany
Date of Birth : 29th December 1990
Nationality : Srilankan
N.I.C No : 908642600V
Gender : Female
Civil Status : Single
Permanent Address : No: 53/2, E.S.Fernando Mawatha,
Wellawatte , colombo.

Contact Details

Correspondence : No: 53/2, E.S.Fernando Mawatha,
Wellawatte , colombo.
Telephone no : 0112362596,0775479424
E-Mail ID : Sanjeewany@gmail.com

Education : Academic Qualification

School Attended : C/ST.Clare's College.

G.C.E (O/L) Examination in 2006 December	
Subject	Grade
Tamil Language	A
Religion (Hindu)	C
English Language	C
Social	S
Tamil Literature	S
Commerce	S
Sinhala	S

Professional Qualification

- * Completed the spoken English in royal institute.
- * Successfully Completed the Certificate course IT Foundation.
- * Completed the Certificate course spoken English.
- * Completed the diploma in marketing.
- * Completed the Higher National Diploma in Computing + Software Development (Dual) international college of business & technology(ICBT).
- * Completed the diploma in airline fares/e-ticketing international airline ticketing academy.

Extra curricular activities

- * Vice games captain of the school.
- * I have participated in drama of the school.
- * I have numerous Certificates for participated the religion exams.

Computer literacy

- * Very good knowledge in MS Office
- * Familiar with accessing software packages
- * good knowledge in Web Browsing
- * Possess excellent analytical, numerical and problem solving skills.

Skills & Strength

- * Excellent written and verbal communication skills
- * Work independently with minimal supervision
- * Organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
- * Good timekeeper
- * Work in a "Can Do" positive manner
- * Competent team player

Interests

- * Yoga
- * Sewing

Hobbies

- * Reading
- * Listening songs
- * shopping

Work experience

- * Data entry operator at direct mailing services (pvt) ltd. from 06.05.2013 to 08.11.2013
- * Administrative assistant at APSS international networks (pvt) ltd. from 03.06.2015 to 02.09.2015

Language												
	Reading				Writing				Speaking			
	VG	G	F	P	VG	G	F	P	VG	G	F	P
English	✓					✓				✓		
Tamil	✓				✓				✓			
Sinhala	✓				✓				✓			
VG: Very Good				G: Good				F: Fair				P: Poor

I do hereby assure that the above information & particulars are true, correct and accurate to the best of my knowledge.

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Date

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S.Sanjeewany