05th ,January, 2015.

B.S. Allammann,

No, 14/1, Janatha Mawatha,

Huludagoda Road,

Mount Lavinia.

The Administrator,

Lob jobs.

**Post of Visa Consultant**

I refer to your advertisement which appeared in the Sunday Observer of 04th January, 2015.

I am seeking for a suitable job.

I have good experience for the above post

I herewith enclose my curriculum vita for your kind perusal.

Since I am really interested in the said post, I request you to kindly consider my application very favorably and oblige.

Thanking you,

Yours Faithfully

Allammann.

………………………...

CURRICULUM VITAE OF

Allammann

#14/1, Janatha Mawatha,

Huludagoda Road,

Mount Lavinia, Sri Lanka.

E – Mail: [allammann5@yahoo.com](mailto:allammann5@yahoo.com)

bsallammann@gamil.com

Tele: - 072 4440001

077 7797879



Career Objectives:

* To become an outstanding personality in a challenging working environment.

Personal profiles:

* I am looking for a challenging position where I can gain valuable experience and can contribute towards the success of the organization and to my country through utilization of my knowledge.
* Effective communication skills with the ability to listen to people in and empathetic manner and grievances accordingly.

Personal Records:

Native Address : 21/1B, Panithudumulla, Nawalapitiya.

Name in full : Baatchaa Sahibu Allammann

Date of Birth : 14th May 1972

Age : 41 Years

N . I . C . No. : 721351661V

Passport No. : 2650136

Gender : Male

Nationality : Sri Lankan

Civil Status : Married

**Academic:**

* **School –** St. Mary’s College

Nawalapitiya

* **Educational Qualification –**

Passed General Certificate of Education- Ordinary level

(G.C.E. O/L) Examination in 1989.

**Result**

**Subjects**  **Grade**

English D

Islam C

Mathematic C

Social Studies C

Tamil C

Science C

Art S

Passed General Certificate of Education- Advanced Level

(G.C.E. A/L) Examination in 1992.

**Result**

**Subjects Grade**

Accounting S

Commerce C

Economics C

Islam C

**PROFESSIONAL QUALIFICATIONS:**

* Diploma in English
* Computer Typing (Data Entry) & Word Perfect
* Handling internet & E-mail
* Diploma in Computer Studies (American Institute of Information Technology)

**LANGUAGE PROFICIENCY:**

I can converse in all three languages fluently (English/Sinhala & Tamil) and have all written skill in English, Tamil and Sinhala. Also I have knowledge in Japanese and Arabic languages.

**SPORTS ACTIVITIES:**

In National Youth Sports Festal – Divisional Meet

* Taken interest in Spots such as Cricket & Athletics.
* I was a group leader of School Scouting.

**WORK EXPERIENCE**

**As a Clerk**

**Sewoo International (PVT) Ltd**.

3 years (From the 5th of March 1993 to 28th October 1997)

**As a Clerk**

**Beta International**

No: 6/A, Deanston Place, Colombo 03

(From 14th of January 1998 to 4th December, 2000)

**As a Computer Operator**

(From 5th of December 2000 to 9th January 2001 - 01 YEAR)

**As a Front Office Assistant**

(From 10th January 2001 - 22nd November 2004 – 03 YEARS)

**As a Front Office Senior Assistant**

(From 23rd November 2004 - 28th March 2007 – 2 ½ YEARS)

**Present Employment:**

**As a visa Consultant:**

**A-One Great Study Center**

No: 18, 42nd Lane,

Gall Road,

Colombo 06.

Sri Lanka.

(From 5th April 2007 – to date)

**Main Duties and Responsibilities**

* As a Traveler and visa consultant I am able to handle entire paper work.
* Consulting all type of visas on the request of the client.
* Arranging the eligible documents by order according to the valid visa type.
* Filling the correct application by online and manual.
* Make an appointment through on line in order to submit the document or face the interview to obtain valid visa.
* Arranging the travel ticket confirmation and reservation and travel insurance.

**NON-RELATED REFEREES:**

**Opt. Anura Rajakaruna**

**A.M.ZAMEER, L.L.B,**

Attorney-at-Law, Notary Public &

Commissioner for Oaths

341/1A3, Galle Road,

(Wijaya Rd.)

Mt. Lavinia

Tel: 011-27387177

Mob: 071-3123923

E-mail: [zammerjan20@yahoo.com](mailto:zammerjan20@yahoo.com)

Dip. Opt (S.L.O.A.) M.S.L.O.A., M.S.L.E.D.S.

Optometrist & Contact Lens Specialist.

**DILUSHA & ANURA Optometrists**

No: 87B, Galle Road Mt. Lavinia,

Sri Lanka.

Tel: 051-2236012.

Mob: 077 3591478

E-mail: [**dilushaanuravision@yahoo.com**](mailto:dilushaanuravision@yahoo.com)

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

05.01.2015 Allammann

……………………… ….…………………

Date Signature