CURRICULUM   VITAE



**OBJECTIVE :**

SEEKING A SUITABLE PLACEMENT IN YOUR ORGANIZATION WHERE I CAN USE MY EXPERIENCE TAKING A POSITIVE ROLE IN THE DAILY BUSINESS HAVING PLEASANT PERSONALITY AND BEING VERY CO- OPERATIVE.

**PERSONAL PROFILE :**

**NAME**:   **M.S.Anton nerushan**

**DATE OF BIRTH:27- mar -1990**

**Gender :male**

**MARITAL STATUS :Single**

**NATIONALITY** : **srilankan**

**LANGUAGES:** **English, Hindi, Tamil,Basic Arabic**

**CONTACT NUMBER**:**0094715732771**

**E-MAIL** :[**anton.nerushan12@yahoo.com**](mailto:anton.nerushan12@yahoo.com)**.**

**School attendent: highlands central college hatton**

**PASSPORT DETAILS:**

**PASSPORT NUMBER : N2503510**

**PLACE OF ISSUE : Colombo Srilanka**

**DATE OF ISSUE : 10/03/2010**

**DATE OF EXPIRY : 10/03/2020**

HOBBIES :

**Interacting, Traveling, Adventures, Music, Glass Painting, Sports Games: Tennis, Badminton etc.**

PERMANENT RESIDENTIAL ADDRESS:

**No 167 dimbulla road hatton**

**Srilanka**

EDUCATIONAL QUALIFICATION :

Passed **G.C.E Ordinary Level** (Tamil Medium) 2006

Subjects Grade

Health A

Tamil B

Religion B

Mathematics C

English C

Geography C

Science C

Social studies S

Commerce S

Music S

***G.C.E Advanced Level*** (Tamil Medium) 2009

Subjects Grade

Economics S

Accounts S

Business studies S

English S

Information tecknowlodgy C

General common test 52

**Secondary, Senior Secondary and Higher Secondary**

**srilanka**

**BSC in hotel management in srilanka instute of tourisum and hotel management**

OTHER EDUCATION AND COMPUTER SKILLS :

**Diploma in computer management:**

**word, Excel, power point, web browsing, settings ,e-mails, micro-soft windows etc.**

**Hotel Software Operation : Opera , QMES , Vikas , Ids ,Win hms.**

EXTRA CURRICULAL ACTIVITIES

* Have been assigned as class monitor on several occasion
* House captain in the school sports meet
* Have taken part in sports activities and won prizes at zonal competitions
* Wise Captain of battle of the Hills Big match-2009
* Can speak in three languages
* Wise president of school Christian Association
* Won prize for English language in annual school prize giving
* Have been participate in annual Religious examinations

### JOB RESPONSIBILITIES

### Maintain accurate files on all authorized purchase orders according to accounting procedures

### Review open PO’s and resolve with department heads

### Prepare,batch,file and submit weekly demand ASAP check runs according to established policies and procedures

### Prepare and submit daily bank deposits as a priority at the beginning of each workday following

### Prepare and submit foreign currency on a weekly basis

### Prepare change orders for the bank following established policies and procedures

WORK EXPERIENCE :

Cashier and accounts cleark in M.R.Fernendas and company hatton 2008 to 2009

Junior cleark at kotagala plantations stonycliff office from 2009 to 2010

INTERCONTINENTAL DOHA THE CITY HOTEL

**Doha – Qatar as a General cashier**

**Duration:16/12/2011 TILL 30/09/2013**

**anatara dubai the palm&resort as a General cashier**

**Duration 04/11/2013 till 07/11/2014**

SKILLS AND ACHIEVEMENTS:

INTERCONTINENTAL DOHA THE CITY CERTIFICATES ACHIEVEMENT:

* **Launch Achievement Award in recognition of the great contribution. Towards achieving the successful opening of Intercontinental Doha The City.**
* **Awarded in recognition of Intercontinental Doha The City as Front Desk Agent.**
* **Awarded for providing brand hearten service.**
* **Employee of the month 3times and employee of the year one time**

**Achieved Recognition cards for bringing Intercontinental Doha The city to Life:**

* **Extra Hours.**
* **Colleagues team work.**
* **Guest satisfaction for good service.**
* **Guest comments on Trip Advisor/Feedback etc.**

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**INTERNAL HOTEL TRAINING'S:**

* **On-board orientations.**
* **Fire Safety Training.**
* **Self Grooming.**
* **Monthly City Meetings.**
* **International first aid training certificate**

**PERSONAL ABILITIES:**

* **Enjoy working as a team Player, Exceeding both as guest and  management expectations.**
* **Ability to inter - relate among people of multi ethnic background.**
* **Open to rebuke ,correction and challenges.**
* **Flexible and Adaptable to people and Situations.**
* **Self starter and self motivator, problem solving and follow -up.**

**NON RELATED REFEREES**

Mr.R.Srithar Mr.S.Udayakumar-JP

Deputy principal (Dep Head of audit-HNB/Volunteer medical advisor)

Highlands central college 32-5/5 Madangahawatta Lane,Colombo.6

hatton Mob 0094722223475

Mob 0094718286703 Email:udakmr@yahoo.com

Email:Sritharram08@gmail.com

Declaration :

**I do hereby assert that the aforesaid factors are best of my knowledge and assure that ,can serve up to your expectation ,if provided an occasion.**

**(Anton nerushan )**