BAIRAVI SATHIVEL.

CURRICULUM VITAE

**Personal Information**

**Name in Full :** BAIRAVI SATHIVEL.

**Date of Birth :** 18-09-1982.

**Sex :** Female.

**Age :** 32 years.

**Address : No.**127/2/3 ,Gaminipura ,

Hatton.

**Marital Status :** Unmarried.

**Nationality :** Srilankan .

**National identity card no :** 827621269 V

**Contact :** 071-5148366.

**Email :** [bairavi1518@gmail.com](mailto:bairavi1518@gmail.com).

**Profile**

A Cashier position with the opportunity to contribute to the efficient operation of the company, and to earn advancement through on the job performance.

**Education**

**School Attended :** St’Gabriels Girls College, Hatton.

**Qualification**  : G.C.E A/L

**Professional Qualifications**

Successfullycompleted MS-office andhave knowledge of Corel Draw & Page maker.

**Communication Skills**

Fluently speak Tamil, Sinhala & good at English.

**Working Experience**

Working as a Communication executive At Abans Show room. From 2009 to present.

**SUMMARY OF QUALIFICATIONS**

♦ 7+ years’ experience in cashiering and customer service  
♦ Well-versed in maintaining an assertive awareness of the areas around the cashier’s booth  
♦ Proficient in assisting accounts personnel with locating and reconciling data  
♦ Expert in typing and keyboarding

♦ Proven ability to use various software applications such as Microsoft Office Suite and spreadsheets  
♦ Demonstrated attention to detail and ability to work in a self-directed manner

♦ **can handle all clerical works**

**Non Related Referees**

Mrs.ChampaEranthathy,

St’Gabriels Girls college,

Hatton.

Mr.Subash Fernando,

IT Executive,

Abans

“I hereby declare that the particulars contained herein are true and accurate to the best of my knowledge and that in the event of my being selected for employment in your esteemed establishment, I shall endeavor to perform my duties to the best of my ability and to the Satisfaction of the organization to be an undeniable asset throughout my career”

**BairaviSathivel.**