**Application for a suitable post**

**Name :** S. M. Eranda Subasinghe

**Date of Birth :** 05th June 1987

**Sex :** Male

**Civil Status :** Unmarried

**NIC No. :** 871570507V

**Nationality :** Sri Lankan

**School :** Joseph Vaz College. Wennappuwa.

**Contact Details :**

Postal Address: No. 02,

Madawalapitiya,

Pothuwatawana,

Lunuwila.

E-mail Address : [eranda@ymail.com](mailto:eranda@ymail.com)

Mobile : 071 7293382

### EDUCATIONAL QUALIFICATION

* **Passed G.C.E. Advanced Level in year 2006**

**Accounting – S**

**Business Studies – S**

**English – S**

* **Passed G.C.E. O/L in year 2003**

**Mathematics - B Sinhala Language - C**

**Science - B Business Studies & Accounting - C**

**Social Studies - B Buddhism - C**

**Geography - B Art - C**

**English - A (2005)**

**CURRENT POSITION**

* At present I am working as an **ADMINISTRATOR** at ABV ROCK GROUP LTD, KINGDOM OF SAUDI ARABIA from 2010-10-09 to up to date.

WORK EXPERIENCE

* **As an insurance Analyst** at Ceylinco Insurance PLC Dummalasuriya, from 11th December 2009 to 07th May 2010.
* **As an IT Administrator** at Easy Sewa Internet Center. Nattandiya, from 27th June 2008 to 10th December 2009.
* **As an IT Administrator** at Chamitha Mobile (Pvt) Ltd. Wennappuwa, from 25th February 2008 to 26th June 2008
* **As a Trainee Accounts Clerk & Computer Operator** at Hotel Madura Bhawana (Pvt) Ltd. Wennappuwa, from 25th July 2007 to 31st January 2008

**oTHER QUALIFICATIONS**

* Successfully completed the **National Certificate in Information & Communication Technology (NCICT)** in District Vocational Training Center, Marawila.
* Successfully completed **Operator Training on Hardware & Networking training course** conducted by EasySeva (Pvt) Ltd & Infoshare (Guarantee) Ltd.
* Successfully completed Certificate in computer programming (Basic Level) in TEC Srilanka. Negombo.
* Successfully completed Certificate in computer programming (Intermediate Level) in TEC Srilanka. Negombo..

* Well versed in
  + Computer applications, (MS Word, MS Excel, MS PowerPoint, Photoshop, Coral Draw)
  + English & Sinhala Type setting,
  + Computer Hardware (Assembling, Formatting & Troubleshooting).
  + Wired & wireless networking**.**
* Very good communication ability in English (Speaking, Reading & Writing)
* Trained as a Youth Ranger at Nattandiya Youth Corps Center. (Ministry of Youth Affairs)
* Actively participated in **sports activities while at school**
* Obtain valid (Class C, & D) **Driving License**.

**Non- related referees**

1. Mr. Udaya Ubeysinghe.

Service Manager.

Analytical Instruments,

No. 100,

Elvitigala Mawatha,

Colombo 08.

T.P 0777 223684

E-mail:- [udaya.u@ailp.lk](mailto:udaya.u@ailp.lk)

1. Mr. Sujith Kumarasinghe

HR Manager,

Pan Asia Bank,

Galle Road,

Colombo 03.

0777 751029

Email - [sujith.kumarasinghe@yahoo.com](mailto:sujith.kumarasinghe@yahoo.com)

I hereby certify that the above details are true and correct according to the best of my knowledge.

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Date Signature

**Working Experience**

**Working Experience**

**Working Experience**