ARUN RICHARTSAN GANESH   
(AGE – “23”)

35, 5th Lane, Mahakumbura, Nawalapitiya

(Lives in Colombo – 13)

**Mob:** 0777007227/0757660400 • arunrichartson@gmail.com

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| PERSONAL PROFILE | I am a hard working, honest individual; I have good interpersonal skills and an excellent team worker. I am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active dynamic approach to work, get things done and to identify and develop opportunities. | |
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| CAREER OBJECTIVE | My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation. | |
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| EXPERIENCE | **JULY 2013 – OCT 2014 - ACCOUNT ASSISTANT WATTAWALA PLANTATIONS LTD, HATTON**  * Running professional errands * Book Keeping * Maintaining and Organizing Company’s filing system  **OCT 2014 – FEB 2016 - QUALITY CONTROLLER  IIML PVT LTD, NUGEGODA**  * Employee of the month of March 2015 * Best Quality Controller of the year 2015 * Controlling Quality and producing process based reports * Helping trainees | |
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| EDUCATION | **FINAL YEAR (2016) - UNDER GRADUATE OF BSC (HONS) IN BUSINESS MANAGEMENT**  **Institute:** Auston Institute of Management ([ask@auston.edu.lk](mailto:ask@auston.edu.lk))**2015 - HND IN BUSINESS MANAGEMENT Grade -** Merit  **Institute:** Amazon ([info@amazoncollege.lk](mailto:info@amazoncollege.lk)) **2014 - CIMA CERTIFICATE LEVEL**  **ID:** 1-LNTUQJ **Subjects:** Business Law and Financial Accounting **Institute:** Wisdom Business Academy, Colepetty  **2012 - G.C.E EDEXCEL ADVANCE SUBSIDIARY LEVEL Grades:** C & E, including a “C” pass for Mathematics and “E” for Physics and Chemistry **School:** Adventist International School, Negombo **2010 – G.C.E ORDINARY LEVEL EXAMINATION Grades:** 3A’s, 2B’s, 3C’s and 1S, Including a “A” pass for English and a “B” pass for Mathematics  **School:** Nawalapitiya Oxford International School | |
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| SKILLS | * Self Motivated, Energetic, Positive, open to new ideas and ability to solve problems efficiently. * Responsible and committed to excellence and success. * Strong in communication skills, both written (English and Tamil) and verbal (English, Tamil and Sinhala). * 50 words per minute typing. * Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint. | |
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| EXTRA CURRICULAR | * Athlete and school sports house captain in 2009. * Part of the school 1st eleven Cricket team, Team captain in 2009. * Part of the school Football team and Clubs, School team captain in 2008. * Part of the school Basket ball team. * Prefect at Oxford international school Nawalapitiya from 2008 to 2010. * Participated in Auditorial events at school and church. * Member of the Church Youth group and choir. * Member of the school Path Finder’s club. * Fire Fighter at IIML PVT LTD. * Member of Environmental Committee. * Member of the school literary committee. | |
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| REFERENCES | **AKILA GUNARATHNA**  Lecturer at Wisdom Business Academy  **Tel:** 0114727241 / **Mob:** 0776794126  **Email:** <akilagunarathna@gmail.com>  **L. GOPINATH**  Senior Engineer at Woh Hup International PTE Ltd.  **Mob:** 0779696870  **Email:** <l_gopinath@wohhup.com> | |

I hereby attest that the above information is true & correct according to the best of my knowledge.

**Arun Richartsan**

Date: - Signature:-