**CV-CONFIDENTIAL SECRETARY/PA/TELEPHONE OPERATOR/RECEPTIONIST/ADMIN EXE**

Curriculum Vitae of

Anishia Sanjini Abraham

Date of Birth : 27th June 1971

**Personal Statement Contact Details**

I’m a self-motivated individual offering strong communication 51/16, Maradana Road,

and quick thinking skills. I am eager to learn and open to Hendala, Wattala. S/L

tackling a range of tasks. I am a strong team player and always

complete tasks to a high degree of quality and to deadlines. I am 071-6207591 / 0112 932592

seeking the opportunity to expand skills, knowledge and experience

as a Confidential Secretary. sanjiniabraham@gmail.com

**Education**

* Successfully completed a six months AMI Diploma Course in Montessori & Child Psychology Course at Cambridge College of Higher Education.
* Successfully completed an English Language Part III course conducted by the University of Warwickshire, England.
* Followed a course in Computer Studies which included MS DOS, LOTUS & WP.
* Successfully completed a Secretarial Course conducted by Ceylinco Institute of Management. The course was comprised of the following subjects;

Secretarial Duties : Honors

Short Hand : Honors

Speech : Honors

Typing : Merit

Computer (WP) : Merit

G.C.E. (O/L) – 1989 at Good Shepherd Convent, Colombo 13.

**SUBJECTS RESULTS**

English Language **D**

Sinhala Language **C**

Home Science  **C**

Religion (R.C)  **C**

Social Studies **C**

**Work Experiences**

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| **Executive Secretary to Director** Intercultural Dialog Foundation (NGO**)** 2012/Feb-2013 May   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | * ***Executive Secretary to GM*** | | *Timex Garments (Pvt) Ltd., Wattala* | | *2001/Sep-2011/Dec* | | | * ***Confidential Secretary MD*** | | *Mel Ads (Pvt) Ltd- Colombo 03 ,* | | *1997/Nov-2000/May* | | | * ***Executive Secretary to MD*** | | *Super Link Travels(Pvt) Ltd, Col 3* | *1994/Sep-1997/Aug* | | | * ***Stenographer*** | *Wimaladharma Brothers (Pvt) Ltd.* | | | *1993/Aug-1994/May* | | | * ***Stenographer*** | *Noorani Estates (Pvt) Ltd-Col 14* | | | *1992/Jul-1993/April* | | |  |  |  |  |  | *Wimaladharma Brothers (Pvt) Ltd.* | *1993/Aug-1994/May* |
|  |  |  |  |  |  | *Noorani Estates (Pvt) Ltd-Col 14* | *1992/Jul-1993/April* |

**Skills & Abilities**

**Administrative and coordinating skills:**

* Effectively coordinated meetings.
* Responsibly handled clerical purchases and maintained inventories and disbursements of purchases.

**Secretarial and Communication**:

* Communicated with clients/persons concerned in relation to setting up meetings and their attendance at meetings.
* Drafted all correspondence in relation to and in response to related topics that need to be addressed in an office setting.
* Handled meetings and it’s routine procedure of preparing agendas and minutes, ensuring that required letters are drafted and sent out in relation to agenda items. Responsible in the smooth flow of the meeting.

**Clerical skills:**

* Diligently handled record keeping and systematic filing.
* Experienced in making hotel reservations.
* Possess a minimum typing speed of 80 w.p.m. together with knowledge of short hand typing.
* Experienced using MS Office, word, outlook express and other computer programs.
* Experienced in routine office secretarial practice.

**Interests**

* **Reading Listening to music**

**Current Status**

Working as a Personal Assistant/ExecutiveSecretary to the Chairman/CEO in a prestigious Footwear Manufacturing Company. Looking forward to join an establishment where I can offer the best of my experience and advance my career.

**Referees**

Ms. Mercy de Silva Dr. Shehan Perera

Manageress Consultant Heart Specialist

Head of Financial Security Services LRH

Standard Chartered Bank Borella

37, York Street, Colombo 08.

Colombo 01.

(Mob. 0777 –699759)Mob. 077 – 2368110

**Personal Declaration**

I hereby certify that the above Particulars are true and accurate to the best of my knowledge.

Anishia S. Abraham Date :

Dear Sir,

**POST OF CONFIDENTIAL SECRETARY/PA/TELEPHONE OPERATOR/RECEPTIONIST/ADMIN EXECUTIVE**

I write with reference to the captioned position.

I’m a Confidential Secretary with eighteen plus years of service in the corporate sector. My past experience as a Secretary, hands on knowledge of computer applications coupled with good communication skills in the English and Sinhalese languages should meet the requirements for this position. Furthermore, my experience in coordinating meetings and dealing with various personalities would also be an advantage.

I believe that the core experience outlined above with my relevant educational qualifications would qualify my application for this position and would be an asset in delivering my duties given the opportunity to work at your establishment.

My resume is attached for your perusal and kind consideration, and I look forward to hearing from you soon.

Yours sincerely,

S Abraham

*Fluent in English & Sinhala Languages.*

*Expected salary per month Rs. 53,000/-*