**Ms. Ligithagini Nagendram**

**43/53 Thissa weera singam square (west), Batticaloa.**

**Tel: 0652225933, Mobile: 0766340716.**

**E.Mail:ligishara@yahoo.com**

**PROFILE:**

I am a flexible, confident and friendly person. I enjoy working in teams to achieve set objectives in a timely manner. I strive for excellence in all my undertakings.

**CAREER OBJECTIVE:**

To obtain a dynamic and challenging job relating to business management in a leading organization, where I can add strategic value, whilst developing my own skills to further heights.

**PERSONAL DETAILS**

Date of Birth : 06th may 1989

Gender : Female

NIC Number : 896271130V

Nationality : Sri Lankan Tamil

Civil Status : Single

**EDUCATIONAL QUALIFICATIONS**

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| G.C.E. Ordinary Level Examination (2005) Index Number -54665140  BT/Vincent Girl’s High School- Batticaloa |
| **Subject** **Grade**  Tamil Lang & Lit (T) A  Religion A |
| English A  Agriculture A  Dance A  Mathematics B  Development Studies B  Health Science B  Science C  Social Studies C |

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| G.C.E. Advance Level Examination (2011) IndexNumber-8334021  BT/Vincent Girl’s High School Stream- Commerce  **Subject Grade**  General English S |

**PROFESSIONAL QUALIFICATIONS**

* I have following Higher National Diploma in Business Management in International College of Business and Technology in Colombo.
* I have followed the two year full time course National Certificate for Accounting Technician at Technical College of Batticaloa.
* Successfully completed Diploma in Computer Application at Zonal Education Office Batticaloa.
* Successfully completed Certificate course in English Language at Headway School of Languages (PVT) LTD. (Headway Elementary- Level 1 & 2, Pre intermediate- Level 1 & 2)
* Successfully completed the Multimedia-based English Language course at Headway School of Languages and DynEd International Inc.

**ACHIEVEMENTS**

* Winning the First place in Drill Display at the Annual Sports meet 2003.
* Winning the Third place in Relay under- 15 (4\*100m).
* Participated in Elle school team.
* Certificate for Best Performance second place in Grade-2
* Certificate for Tamil subject in Grade-3
* Certificate Awarded for success in the year & Scholarship Examination.
* Certificate for Bonafide Student of six months Diploma Course in Business Management at All India Institute of Business Studies.

**PERSONAL AND CAREER DEVELOPMENT WORKSHOPS**

* Participated in a workshop on Leadership at BT/ Vincent Girl’s High National School in 2006.
* Participated in the National Hindu Vizhippu Quiz Competition organized by Chinmaya Mission of Sri Lanka.
* Participated in a 1-day Career Guidance & Life Essentials workshop ‘The Next Step’ at Headway School of Languages (PVT) LTD.

**MEMBERSHIPS**

* Member of St/John’s Ambulance Brigade of Vincent Girl’s High National School.
* **Languages skills:**

**SKILLS SUMMARY:**

* Fluent in Tamil, English and Basic Knowledge of Sinhala.
* **Computer skills:**
* Applications: Microsoft Office, Internet & Email, Introduction to Networking & Programming.
* **Numerical skills:**
* Knowledge in Basic Calculus and Business Mathematics and Statistics.
* **Presentation skills:**
* Excellence in creating Power point presentations.

**EXPERIENCES:**

* Two years working experience as a Trainee accountant at SAHANA DIGITAL COLOUR LAB, Batticaloa covering the following,

• Account receivable and payable queries,

• Using Excel,

• Responding to emails,

• General office and administrative duties and

• Typing letters

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

11/05/2015 N.Ligithagini

Date Signature