Miss.Asvini kathiresanathan 

No: 452/3,

Aluthmawatha Road,

Colombo-15

Mobile no: 0711698478/0758384202

E-mail:asvininathan@gmail.com

**Career Objective**

* To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

**Personal data**

Date of Birth : 1994.05.11

NIC No : 946323691 V

Sex : Female

Marital Status : Single

Nationality : Sri Lankan

**Educational Qualification.**

**G.C.E (Ordinary Level) Examination - 2010**

Religion A Health science B History C

Tamil B Science C

Dance B English C

Commerce C Mathematics C

**G.C.E. (Advanced Level) Examination – 2013**

Accounting C Economics C

Business Studies C

General English S

General Information Technology B

**Other Qualification**

I have Successfully Completed certificate in Ms Office XP.

I have Successfully Completed Diploma in Accounting and BPO Operations at LBA.

I have Completed Diploma in Business Management, Information Technology at LBA.

I have followed Diploma in English & Spoken English at LBA.

I have Completed 4 year’s course in Spoken English at institute of western music & speech.

I have completed certificate course in Dance.

**Academic & Extracurricular activities.**

Participation in Science day, IT day & English day competitions’ (2 nd & 3 rd placement).

Participation in Vivekananda National Board essay competition.

Participation in interschool athletic activities.

Member of IT union & heath union.

Member of fine arts & library union.

**Working Experience**

Currently working with janatha Steels (pvt) ltd, Faridabad as an account assistant from 17th November 2014 to till date.

Calculating employee’s overtime payment and preparing over time voucher

Preparing cheque issue voucher, and bank reconciliation.

Preparing credit note.

Responsible for documentation.

Preparation of accounts payables and receivables.

Responsible for preparing insurance payment of financial information

**Non -Related Referees**

Mr.S.K.Sothilingam

BBA (Hons), Dip.in.Ed

Royal college, Colombo -07

A.R.M .Nilam (JP)

Mobile no: 0777332661

**I hereby certify that the above particulars given by me are true and accurate.**

**Date …………….………………**

**Signature ……………………………**