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| **picture- 01 (28)**  **CURRICULUM VITAE**  **MAHALINGAM MAYURAN**  **NO.7, YARL VEETHY, PALALY ROAD, JAFFNA** MOBILE NO – 0778445932 **E-MAIL – mmayuran@hotmail.com** | | | |
| **CARRIER OBJECTIVES** | | | |
| My career objectives are to work in challenging team environments where I can contribute with innovative thinking and high quality input\output. I am an Innovative and good team player committed to the company's success and adaptable to its changing needs.  An enthusiastic and hardworking individual. Have exposure in working at Private sector or government sector. Possess good interpersonal communication skills. Also have very good analytical and problem solving skills. Wish to have a challenging career in the fields of micro finance, Accounts, Management section or other Community related position based on the qualifications and the experiences in the Government sector/Private Sector. | | | |
| **Achievements** | | | |
| I have completed Association of Accounting Technicians (AATSL) Foundation, Intermediate Levels &Final level examination one subject is pending and Higher National Diploma in Accountancy (HNDA) Completed at SLIATE. The effective date of the Diploma is 17-01-2014.Furthermore I have completed Bachelor in Commerce (B.COM) at university of Jaffna in the year 2015. Now I am waiting the final statement.  I had been working as the Accounts Trainee at Divisional Secretariat, Nallur for six month from April to September 2012 & working as the Accounts Assistant six months experience at soft toys product and Bags at yarlpaanam Industries. I had been work as the Executive(Admin) at Sanasa Insurance Company Ltd, Jaffna branch for one year experience from October 2013 to September 2014. | | | |
| **Employment History** | | | |
| ***Institution*** | ***Job designation*** | ***Duration***  ***(From –To)*** | ***Main activities handed by you*** |
| Divisional Secretariat, Nallur | Accounts Trainee.  (021 222 2208) | Six Months  03/04/2012  02/10/2012 | I Gained vast knowledge in Accounts & Finance, Motor Traffic Revenue works and Planning unit woks. |
| Soft Toys & Bags Industries  (Yarlpaanam Industries) | Accounts Assistants.  (077 736 0353) | Six Months  05/01/2013  31/07/2013 | Accounts, Teddy Bears cost computation, Stock Records |
| Sanasa Insurance Company Private Limited | Executives (Admin )  (011 200 2021) | One Year  24/10/2013  02/10/2014 | Policy Proposal Entering,  Business calculation, cash book, Income Statement. |

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| **Professional Qualification** | | | |
| **Name of University /**  **Institute** | **Duration**  **(From –To)** | **Qualification**  **Details** | **Main Course and Subject** |
| Advanced Technological Institute (Jaffna) | 2010-2013 | Complete  (17-01-2014) | HNDA (Higher National Diploma in Accountancy)  Accounting, Financial Management, Taxation  Business English, Computer system, Commercial& Business Law Accounting(Peach tree, M/S Excel) Business Mathematics & Statistics |
| Association of Accounting Technicians(SL) | 2013(Now) | Final Level  [One subject is pending] | AAT (Association of Accounting Technicians of Sri Lanka)  Business English, Financial Accounting, Management& Finance, Auditing |

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| **Academic Qualification** | | | |
| **Name of University /**  **Institute** | **Duration**  **(From –To)** | **Qualification**  **Details** | **Main Course and Subject** |
| University of Jaffna | 2010-2015 | Degree  [Completed] | Bachelors in Commerce (B.COM)  Business Economics, Advanced Financial Accounting, Business English, Human Resource Management,  Financial Strategy, International Trade |

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| **Educational Qualifications** |
| **Advanced Level**  Year : 2008 Index Number : 9360662 |
| |  |  | | --- | --- | | **Subject** | **Grade** | | * Accounting | C | | * Economics | **C** | | * Business Studies | **C** | | * Common General Text | **048** | |
| **Ordinary Level**  Year : 2004 Index Number : 40069427 |
| |  |  |  |  | | --- | --- | --- | --- | | Subject | Grade | Subject | Grade | | * Tamil Language | **B** | * General English | **S** | | * Religion [Hinduism] | **C** | * Arts | **W** | | * Mathematics | **S** | * Tamil Literature | **A** | | * Social Studies & History | **C** | * Geography | **S** | | * Science & Technology | **S** | * Commerce & Accounting | **S** | |
| **Ordinary Level**  Year : 2009 Index Number : 97242632 |
| |  |  | | --- | --- | | **Subject** | **Grade** | | * General English | **C** | |  | | |

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| **Language proficiency** |
| * I sat the G.C.E. (O/L) examination in December 2009 and obtained Credit Pass in General English.   Index No : 97242632   * IELTS Completed at Australian College of Business Technology(ACBT), Colombo get Writing : 5.0 Band, Listening: 4.0 Band, Reading : 4.0 Band, Speaking : 3.0 Band, and overall Band Score : 4.0 (International English Language Texting System) Candidate No : 005465  |  |  |  |  | | --- | --- | --- | --- | | **Language** | **Reading** | **Writing** | **Speaking** | | Tamil | Excellent | Excellent | Excellent | | English | Excellent | Excellent | Average | |

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| **Computer Literacy** |
| |  |  |  |  | | --- | --- | --- | --- | | **Name of the Institute** | **Course Name** | **Subject/Grade** | **Year/**  **Duration** | | American Institute of Computer Technology (AICT), Colombo | Diploma in Computer Studies using MS office -2007 | MS Word, Excel, Power point & Introduction to Visual Basic  Grade : **“B”** | 15th Sep 2010 to 21st December 2010  (03 Months) | | Asian computer software college(CSC), Jaffna | Diploma in Certified Computer Accountant using Tally ERP 9 | Financial A/C Inventory Management System  Grade :**“C”** | 20th June 2010 to 10th September 2010  (04 Months) | | Soft view Computer College, Jaffna | Diploma in Internet and  E-mail | Introduction to web, Internet,  E-mail operations  Grade :**1st class** | 02nd Oct 2010 to 21st Dec 2010  (02 Months) | | Asian computer software college (CSC), Jaffna | Advanced Diploma in Digital Pre Press (ADDP) | Adobe Photoshop, Corel Draw, PageMaker and Scanner.  Grade : **“B”** | 12nd Dec 2009 to 20th April 2010  (04 Months) | | Techno World, Jaffna | Diploma in Computerized Accounting | Acc Pacc, MYOB and Quick Book Grade : **“B”** | 20th Oct 2009 to 12nd Feb 2010  (04 Months) | | Asian computer software college (CSC), Jaffna | Diploma in Digital Video Production | Introduction to Digital Video, Morph, Sound Forge, Adobe Premiere and Flash Grade : **“B”** | 15th May 2010 to 15st Aug 2010  (04 Months) | | Techno World, Jaffna | Diploma in Computer Hardware | Operating System, software installation, PC Assembling  Grade : **“A”** | 13th July 2009 to 22nd Nov 2010  (05 Months) |  |  |  | | --- | --- | | **Skills and Competencies** | **Sports** | | **●**Hand**s** on experience of **MS-Office** packages and Internet, E-mail Operations. Having a good knowledge on using computer **Software** for the presentation and  **Computerized Accounting**(Tally, Peachtree and Quick Book)  ● Having a good knowledge on **Tamil& English Typing** and Excel Spread Sheet Packages.  ● Having a good knowledge in **finance section** and ability to manage financial activities to the firm. Having a good knowledge in finance section and already **Experience** in the relevant field. Have exposure in working at Private sector or government sector.  ● Having good **communication skills** and best team player. | * Indoor games Tournament 2001   carom -Second Place(single)   * Advanced Technological Institute Annual   Sports **Cricket** –Second Place. | | **Driving License** | | * I have valid Driving License, able to drive Motor Bike.   (Driving License No : **B2217620**) | |

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| **Personal Details** | | | | | | | | | |
| Full Name: | | | | MahalingamMayuran | | | | kfhypq;fk; kA+ud; | |
| Sex : Male | | Date of Birth : 30.12.1986 | | | | NIC No - 863654378V | | | Pass Port No : **N2698900** |
| Address: | No.7,Yarl Veethy, Palaly Road,  Jaffna. | | | | | | ,y: 07,aho; tPjp,gyhypNwhl;,  aho;g;ghzk;. | | |
| District : Jaffna | | | Divisional Secretariat : Jaffna | | | | GramaSevagar Division : J/79 | | |
| Home: 021 222 2484 | | | | | Mobile : 0778445932 | | Driving License No : **B2217620** | | |
| E-mail : | | | **mmayuran@hotmail.com** | | | | | | |

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| **Non-Related Referees** | | | |
| ***Name*** | ***Occupation*** | ***Address*** | ***Telephone no*** |
| Mr.R.Yathavan | Grama Officer | J/79, Sirampiyady, Palaly Road,  Jaffna | 077 318 0029 |
| Mr.T.Navaneethan | Head of the Department [HNDA] | Advanced Technological Institute,  Beach Road, Kurunagar, Jaffna | 021 222 2595 |

● I do hereby certify that the particulars furnished by me in the application, are true and accurate to the best of my knowledge and if selected I shall perform my duties efficiently, loyally and to your entire satisfaction.

Thanking You.

Yours Respectfully,

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**(M.Mayuran)** Date