CURRICULUM VITAE

T H E V A K U M A R N I T H A R S H A N

***PERSONAL DETAILS***

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| |  |  | | --- | --- | | Date of Birth    Sex  Civil Status  Nationality  Religion | 12th November 1990  Male  Single  Sri Lankan  Christianity | |
| ***CONTACT DETAILS***     |  |  | | --- | --- | | Address  E- Mail  Contact Number | No.378/8, Galle road, Ratmalana  [stephannitha@gmail.com](mailto:stephannitha@gmail.com)  0774409906 (Mobile)  011-2715994 (Res.) |   ***OBJECTIVE*** |
| Looking for a challenging institute in a prestigious sector with professional environment where I can make maximum use of my acquired skills and abilities on further both for the for my goals. I have shown myself to be self-motivated, committed and determined in achieving my goals, come what may.  ***SKILLS AND PROFICIENCY***  Team Player – Enjoys in sharing knowledge and encouraging others development to achieve specific team target  Leadership Skills – Ability to motivate, guide and assist team members and co-workers |
| Computing – I completed the Diploma in computing course and am now proficient with all Windows and Windows Explorer, Word, Excel, Access, PowerPoint, Internet Explorer and Outlook. Excellent knowledge of Word, Excel, Access, Outlook Express and PowerPoint  ***ACADAMIC QUALIFICATIONS***  School Attended: Hindu College, Colombo-04  G.C.E (O\L) Examination December 2006 G.C.E. (A\L) Examination August 2009   |  |  |  |  | | --- | --- | --- | --- | | SUBJECT  Commerce  Tamil language  Health science  Music  Mathematics  Social studies  Religion  English language  Science | GRADE  A  A  A  B  C  C  C  S  S | SUBJECT  Economics  Accounts  Business Studies | GRADE  Pass  Pass  Pass |   ***PROFESSIONAL QUALIFICATIONS*** |
| Completed a Edexcel –BTEC Higher national Diploma in Business & Management at ICBT City Campus  *HND (Higher National Diploma) is a vocational qualification (NVQ level 5) awarded by one of UK’s largest awarding body Edexcel.*  Modules Completed,   * Marketing * Managing Financial Resources and Decisions * Organizations and Behavior * Business Environment * Business Decision Making * Managing Communication, knowledge and Information * Common Law * Business Strategy * Managing Activities to Achieve Results * Management Accounting Costing and Budgeting * Human Resource Management * Research Project * Managing Professional Development * Working with and Leading People * Sales and Planning and Operations * Small Business Enterprise |
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| Completed a Diploma in Banking and Finance (Weigh & Leigh UK ) at London Business School  Modules Completed,   * Introduction to Banking * Banking Regulations * Banker and Customer * Deposit Accounts * Negotiable Instruments and Related Matters * Lending Products * Security for Advances * Electronic Banking * International Banking * Foreign Exchange * Leasing, Merchant Banking, Pawning and Factoring * Money Laundering   Completed a Diploma in E – Marketing |

Modules completed,

* Introduction to Electronic Business
* History of E-Commerce
* How to buy things online
* How to become an online Seller
* Online Transaction Processing System
* Starting up and Online Business
* Building Client Base
* Threats and Challenges in E-Commerce (Seller’s Perspective)
* Threats and Challenges in E-Commerce (Buyer’s Perspective)
* How to become a successful online Entrepreneur

***WORK EXPERIENCE***

Worked as a **Data** **entry** **operator** at **Micronet** **Global** **Services**

*Duties and Responsibilities*

Inputting key client data in the main database of the company

Managing, maintaining and updating databases and customer information (EPF, ETF etc)

Worked as an **Administrative** **Assistant** at **Maxaire** (**Pvt**) **Ltd** - (From Oct 2013 – June 2014)

*Duties and Responsibilities*

Maintaining payroll and other HR functions

Maintaining daily work schedule of the workers

Managing daily cash inflow

Handling employee grievances

Managing inventory and stocks

Quality checking the supervisory work

Currently working as a **Sales Administration** **Executive** at **AMW (Associated Motor Ways Pvt Ltd)** (From 1st Sep 2014...)

*Duties and Responsibilities*

**Daily Operation Tasks**: SAP related operations, goods delivery arrangements to dealers & customers. Preparing Quotation, showroom inquiry handling, Invoicing

**Stock Monitoring & Debtor Collection**

**Report Submission: Monthly**-Managers meeting, MPM Meeting and other occasionally required docs, YMC Report, Sales Report

**Tender Handling, Suppliers Registration**: Search Tenders/ Prepare Tenders/ Follow up Tenders

**Other Secretarial Function**: Proper filling, P/P Presentation, Letters, Mail…

***EXTRA-CURRICULAR ACTIVITIES***

Participated in the School Athletic meets in 1997 to 2006.

Member of Commerce Union

Played football for the school team

Played cricket

Played rugby

Swimming

***REFERENCES***

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| --- | --- |
| Rev.Fr.Anton Amalraj  Roman Catholic Priest  St.John’s Church, Delft  Jaffna  Tel-0776946382 | R. Navodhayam- J.P  Attorney-at-Law, Notary Public  Commissioner for Oaths & Regd.  Company Secretary  411/20, Galle road, Bambalapitya.  Tel-0714813190 |

I hereby declare that the particulars given above are true and correct. If I am granted an opportunity to serve under you I shall carry out my Duties to the fullest satisfaction of my superior.