**R.Nithiyadharshan**

Mobile :-0094-718146037

Home :-051-2052309

Email :- nithiyan2@yahoo.com

**CAREER OBJECTIVE**

To be a dynamic professional, working in a challenging environment that would enable me to enhance and utilize my skills and innate abilities in my professional sectors successfully, leading to self- development and career progression in those fields and willing to work for growing esteemed establishment to build a future and be able to develop and grow more.

**EDUCATIONAL QUALIFICATION**

**IVE**

High School :- Highlands Central Collage , Hatton.

**Ordinary Level**

* Maths C
* Civics S
* Art C
* Agriculture C
* Science C
* Religion A
* Tamil B
* History C
* English C

**Advanced Level**

* Economics C
* English S
* Accounting S
* Business Studies C

**PROFESSIONAL EXPERIANCE**

**IVE**

I have worked as a **Trainee**  **Computer Operator and Inplant** at Srilanka Telecom, Hatton , Sri Lanka, Since December 2014 to June 2015.

**Duties & Responsibilities**

1. Monitoring the Customer requirements.
2. Maintain the customer records.
3. Preparing the monthly Electronic Item’s Sales Reports.
4. Preparing the invoice from sales of Electronic items.
5. Monitoring the resources and activities along with schedules.
6. Visiting to customer house.

**PROFFESIONAL QUALIFICATION**

**IVE**

***Information Communication Technology Technician:*** National Apprentice And Industrial Training Authority, Hatton , Sri Lanka.

**Subjects Studied:**

* + *Module 1 : Maintain Files and Folders*
  + *Module 2 : Perform Word Processing*
  + *Module 3 : Prepare Spread Sheet*
  + *Module 4 : Prepare Presentation*
  + *Module 5 : Maintain Database*
  + *Module 6 : Internet and E-mail*
  + *Module 7 : Install and Configure Operating System*
  + *Module 8 : Conduct Installation Troubleshooting of Network from Client*
  + *Module 9 : Develop Graphic for Media Online/ Print Media*
  + *Module 10 : Design Web Page*
  + *Module 11 : Develop Basic Software Solution*
* *Individual Student Project (Internet Page Like a Social website)*

**ADDITIONAL COMPUTER SKILLS**

**IVE**

1. Creating web designing knowledge with HTML, CSS, JAVASCRIPT, PHP, MYSQL, JQUERY
2. Working with Internet & Email

**EXTRA ACTIVITIES**

**IVE**

* **Leadership**: Member of the College Board of Prefects from.
* Played Cricket and Track events for School team.
* Participated in inter house Cultural Competitions
* I had completed Preliminary Certificate of Marketing in SLIM Kandy Successfully.
* I had completed Hardware Course in Hatton Resource Center Successfully.
* I have driving license for light vehicles.

**PERSONAL DETAILS**

**IVE**

|  |  |  |
| --- | --- | --- |
| Full Name | : | R.Nithiyadharshan |
| Gender | : | Male |
| Date of Birth | : | 1993.06.04 |
| Civil Status | : | Single |
| Nationality | : | Sri Lankan |

NIC Number : 931562894V

Permanent Address: Battalgala (L/D), Dickoya.

**LANGUAGES KNOWN**

**IVE**

* Tamil
* English
* Sinhala

**NON RELATED REFREES**

**IVE**

Mr. Ejaz Ahmed Mrs . Kumary Abekoon

The Manager Senior Assistant Manager

Srilanka Telecom- Hatton Srilanka Telecom – Hatton.

<Tel:-> 051-2222210 <TEL:-> 051-2222232

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

Yours Date

Sincerely, 30.08.2015

R.Nithiyadharshan