Dear sir/Madam  
  
Application for suitable position                            
  
I wish to submit my curriculum vitae has been attached herewith for your  
consideration in the event your esteemed organization has a vacancy which  
is suitable for my qualifications. I expect that you will pay attention for  
this.  
  
I am looking forward to hearing from you soon.  
  
Thank you.  
  
Yours,  
  
Faithfully,  
  
Prageeth.  
  
P.S.- preferable mode of communication is via mobile number.

# MATARA ARACHCHIGE PRAGEETH HARSHANA

No. 250, Kottunna Road,

Biyagama.

0714196440/ 0778980644

**Email: prageethharshana88@gmail.com**

**OBJECTIVE**

To make use of my extensive knowledge, skills and synergize with the organization to focus on, and achieve, the organization objectives and contributing to the development process of the company and country.

**ACADEMIC QUALIFICATIONS**

* **Degree Details**
* Graduate at the University of Ruhuna. (BBA- Bachelor of Business Administration Degree Specialized in Marketing Management).
* Passed the **G.C.E.A/L** – Year **2007**

Subjects Grade

Economics A

Business Studies A

Accounting A

**PERSONAL DETAILS**

**Date of Birth**: 29.10.1988

**Nationality:** Sinhala

**Religion:** Buddhism

**Civil Status:** Single

**National ID. No:** 883033922V

**PROFESSIONAL QUALIFICATIONS**

* I have Passed Foundation Level Examination of the Institute of Chartered Accountants of Sri Lanka.

**WORK EXPERIENCE**

* I have three months working experience at HJS Condiments Limited which is related to Hayley’s Group.
* I have six months working experience at LAUGFS Lubricants Limited which is a subsidiary of LAUGFS Holding Limited, under the direct supervision of Assistant Manager-Branding & Business Coordination.
* I have worked at LAUGFS Gas PLC as an Executive - Sales Admin.
* I have worked at China Harbour Engineering Company (Hambantota Port Development Project – Phase ll) as a HSE Officer.

**ADDITIONAL QUALIFICATIONS**

Information Technology

* I have followed a Computer Course at the Institute of BCCA.
* I have ability to use Internet and Social networks (Facebook, Google, and Skype).

Communication Skills

* I have followed a Spoken English Course at Ex-Cursion in Nugegoda.
* I have prepared and conducted all the presentations by using PowerPoint within my academic sessions.

**SCHOOL ATTENDED:** WP/KE/ Biyagama Central College – Biyagama.

**CO-CURRICULAR ACTIVITIES**

* I performed as a Senior Prefect at the School.
* I was appointed as a Secretary of the Commerce Society.
* I was appointed as a Secretary of the Sinhala and History Society.
* I participated in athletics 100m, 200m.

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**TEAM WORK**

* Member of Adventure and Nature Care Club, University of Ruhuna and Participated in social events which were organized by us.
* Member of Circle of Marketing at the Department of Marketing, University of Ruhuna.
* I played for the school cricket team.
* I played for the school volleyball team.

**NON-RELATED REFEREES**

**Mr. Karunarathna A.C. Mr. NismiM.N.M.**

**Senior Lecturer Lecturer**

**Department of Marketing Department of Marketing**

**Faculty of Management & Finance Faculty of Management & Finance**

**University of Ruhuna. University of Ruhuna.**

Tel. No: 041-2222681 / 0716054017 Tel. No: 041-2222681 / 0772209206

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

………………..

Prageeth.

Date: 16.05.2015