

***SHEREEL FORD***

**RESUME OF**

NO.48/8A, PETER RODRIGO MAWATHA, MINUWANGODA ROAD,

KANUWANA, JA ELA

CONTACT DETAILS: +94 777280743/ +94 11 2230 855

E-MAIL: [teenashereel@gmail.com](mailto:teenashereel@gmail.com)

**CAREER OBJECTIVES**

Look forward to work in a reputed organization where I could be able to enhance my skills, knowledge in HR field, Office Management and Administration; to contribute to the success of the organization through the knowledge and experience that I have gained and collaborate with a team that enhances your organization's success.

**PROFESSIONALEXPERIENCE**

* Currently I’m working at L.M. Jinasena & Co. (Pvt) Ltd ([www.l-m-j.com](http://www.l-m-j.com)) as Senior HR & Administration Executive since November 2011 up to date.

My role involves the following duties and responsibilities;

* Documentation
* Data base management
* Advertise, Short list and schedule interviews for vacant positions
* Monitor staff performance activities which include evaluation/ appraisal systems
* Maintain attendance and Leave records
* Coordinate with Department Heads for any required support and assistance with regards to Staff/ departmental operations
* Involve in administrational work

**PROFESSIONAL QUALIFICATIONS**

* Successfully completed the Foundation Course and Certificate Course in Human Resource Management at the Institute of Personnel Management

- Year 2011/ Year 2012

* Successfully fulfilled the Professional Qualification in Human Resource Management at the Institute of Personnel Management

- Year 2015

**ACADEMIC QULIFICATIONS**

**General Certificate of Education (Advanced Level) – 2010**

**Subjects Grade**

Logic & Scientific Method A Elements of Political Science C French S General English B

**General Certificate of Education (Ordinary Level) – 2007**

**Subjects Grade**

English A Mathematics A Sinhala Language and Lit. B Social Studies and History B Catholicism B Art B

Business & Accounts C Science and Technology C

**PERSONAL SKILLS**

* Well organized and punctual
* Able to work both unsupervised and as part of a team
* Good written and communication skills
* Good presentation and personally motivated
* Good Team player

**PERSONAL DETAILS**

Full Name : Teena Shereel Ford

Date of Birth : 17-09-1991

Nationality : Sri Lankan Marital Status : Single Gender : Female

School Attended : St. Bridget’s Convent

NIC No : 917610363v

**REFERENCES**

|  |  |
| --- | --- |
| Mrs. Anusha Wickramasinghe | Ms. Lakshani Lois De Alwis |
| PA to the Chairman/ Administration Manager | Assistant Manager |
| L.M. Jinasena & Co. (Pvt) Ltd | American Express Card Centre |
| No. 231, Galle Road, Colombo 04 | Nations Trust Bank PLC |
| Contact No. 077 7584906 | N0. 256, Srimath Ramanathan Mw, |
|  | Colombo 15 |
|  | Contact No. 077 0702596 |

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

Shereel Ford 09/ 11/ 2015

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Shereel Ford Date