Resume

MY OBJECTIVES

With experience as an officer, handling customers and with high standards and strong work ethic, I want to contribute to give my maximum to the organization I work for, to achieve goals, while I obtain a meaningful and challenging position that enables me to further enhance my knowledge, and for the career advancement.

**Work experience**

**Present employment:**

**22nd November to date**

Company: Dialog Axiata PLC –Sri Lanka

Title: Officer

Reporting to : Managing Director

**Responsibilities**

* **Handling customers**
* **Maintaining the excel sheets**
* **Activating roaming from the systems**
* **Balancing the cash**
* **Updating daily reports**

**Education**

**G.C.E. O/L Examination (2010)**

**G.C.E. A/L Examination (2013)**

**Computer**

* **Microsoft word**
* **Microsoft Excel**

**Extracurricular activities**

* Member of the college badminton team and captained the U-14,16 in 2007.
* Member of the college Rugby team and represented the college 1st XV team 2012-2013
* Achieved bronze and silver medals at Inter house swimming meet in 2010
* Participated for the events in the Inter house Sports meet
* Was a member of the commerce union

**Personel informations**

Full name : David Joseph Shivankar Thangiah

Contact No : +94 773922965

Email : [shivanka.thanga@gmail.com](mailto:shivanka.thanga@gmail.com)

Date of birth : 08th October 1994

Gender : Male

Religion : Roman catholic

Marital Status : Single

Nationality : Sri Lankan

Passport No : N2299940

Date of Issue : 18.03.2009

Date of Expiry : 17.03.2019

Height : 5’5

**Referees:**

MR. Ravi Thangiah

Director

R&D intergrades

Tele : 011-2245660

Mobile : 94 777-316936

Miss. Zarina Rahim

Manger

Group key client service

Dialog Axiata PLC

Mobile : 94 777087100

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

**…………………………………..**

**David Joseph Shivankar Thangiah**

**Email: shivanka.thanga@gmail.com**