

**CURRICULUM VITAE**

**S. Sankar**

**Mobile : 071-3041190**

**E- mail : sksankar1501@yohoo.com**

# Education Qualification :-

***B.com (Special) – University of Jaffna (Colombo centre) in 1997***

# Professional Qualification :-

Credit passes in English for communication level 1, conducted by the department of the Examination, Sri Lanka on behalf of the University of Warwick, Coventry, England.

Successfully completed Business orientation Programme at Sri Lanka Business Development center.

Participated in several Leadership Training programmes at National Level conducted by Sri Lanka foundation Institute and National Youth Service Council, Maharagama.

Work experience in ISO Documentation at Ace Containers.

**Computer Skills:**

Ms Office, Quick Books, e-mail and internet.

**Work Experience:-**

**From 1997 October to 2000 May**

Work place :- **Ace Freight Management (Pvt.) Ltd . (Subsidiary of Aitken Spence & Co)**

Designation :- Executive Personnel and Administration

Responsibilities:-

* Maintenance of staff personnel and leave records
* Participating in the labour tribunals and union meetings with company lawyers as company representative and involved in welfare activities, and workmen compensation.
* Office Maintenance
* Vehicle Maintenance
* Maintenance of service agreements with clients.
* Purchasing of Office Stationery

**From 2000 May to 2001 February:**

Work Place :- **Ace Containers (Pvt.) Ltd. (Subsidiary of Aitken Spence & Co) Ltd.**

Designation :- Executive Customer Relations and Quality System Development

Responsibilities:-

* ISO 9002 procedure documentation and quality System implementation with the guidance of Manager, Group Human Recourses Deveiopment [In the Container Freight Station, Container Storage (Depot), Container Repair and Maintenance section,]
* Participated and Assisted in the ISO Internal Quality Audit.

**Major Projects Handled at Ace Containers (Pvt.) Ltd.,**

* Coordinated with Ace Freight Management Marubeni Corporation and Ace Distriparks for Clearing, Storing and Delivering of Sri Lanka Telecom instruments to regional SLT Offices Island wide. (**Marubeni operation**)
* Coordinated with Ace Freight Management, Ambuja cement and Ace Distriparks for clearing, Storing and Delivering of Ambuja Cement machinery to Galle Site. (**Ambuja Operation**)

**From 2009 April to 2011 Seprtember**

Work place :- **4 Pals Maldives**

Designation :- Accountant

Responsibilities Overall Administration, Personnel and Accounts department work

**Presently working at Chilaw International School**

**Fluency in all Three Languages**

## Extra Curricular Activities

Secretary of the School Development Society, of Ch/ Vadivambiga Tamil Maha Vidyalayam, Munneswaram, Chilaw.

President of the Young Men Hindu Association, Munneswaram, Chilaw.

President of the Vadivambiga Kinder Garten School and conducting pre School learning programme for the children in the Munneswaram, Thissogama, Malwatta and Chilaw are.

Active member and past president of “Samagi” Youth Club Munneswaram, Chilaw and conducted several shramadana, and social work in the area since 1988.

Member of the Disciplinery committee in the ***Chilaw International School since 2001***.

Secretory of the ***Lions Club Negombo Catameron***

**Personal Details:**

**Full Name :- Somaskathirkaman Sankar**

**Name with Initials :- S. Sankar**

**E – Mail :- sksankar1501@ yahoo.com**

**Permenent Address :- “Anandabawanam”**

**No- 144A,**

**Puttalam Road,**

**Pudukkudiruppu,**

**Battulu – Oya.**

**Telephone Res. :- 032-2258636**

***Present Address :- No- 11/9,***

***Lakshman Mawatha,***

***Sea Street,***

***Negombo.***

***Telephone Res. :- 031-2223948***

***Mobile :- 071-3041190***

**Date of Birth :- 15th January 1968**

**N. I. C. No :- 680151784 X**

**Sex :- Male**

**Martial Status :- Married**

**Driving License No :- A012509726 (For Dual Purpose Vehicles and Motor Cycles) Date of issued 27.05.1987**

# Non Related Referees

## Mr. K. Kamalanathan

Director,

Chilaw International School,

No. 52, Kurunegala Road,

Chilaw.

## Mobile:- 077 - 7706810

## Office:- 032 – 2222869