**Shamin Rajapandi** 534/2,

Negombo Road,

Wattala

Dear Sir / Madam,

**Application for accountANT POST**

Being given to understand that positions do exist in your esteemed organization, I wish to forward my application for the above post. I have attached a copy of my CV herewith. I hereby assure you of my dedicated service to the fullest satisfaction of your esteemed company in the event of my selection. If required, I shall be pleased to attend an interview at your convenience.

Thanking you,

Yours faithfully,

**Shamin Rajapandi**

**Encl: Curriculum Vitae**

**Shamin Rajapandi**

**534/2,**

**Negombo road,**

**Wattala**

Tel: 0771175401

E-mail: [shamin\_r@ymail.com](mailto:shamin_r@ymail.com)

There is no such thing as failure only earlier attempts success.

Me in brief

**career Objective**

Being a qualified, self-motivated and hard working Person with a handsome amount of experience seeking an opportunity to work in reputed organization with professional working environment and long term career growth, where my experience & expertise can be fully utilized and the professional skills can be sharpened. I have professional qualification to work on own initiative or as a part of a team and can achieve company objective.

**PERSONAL DETAILS**

Name in Full : Shamin Rajapandi

Date of Birth : 1992 April 1st

Gender : Female

Nationality : Sri Lankan

N.I.C.No : 925920240 V

Civil Status : Single

School Attended : Methodist College, Colombo 03.

**ACADEMIC QUALIFICATION**

**Methodist College, Colombo 03**

* G.C.E. Ordinary Level in 2008.

Achievements

***Subject Result Subject Result***

English B Math’s C

Music (*Western*) B History C

Christianity B Tamil C

Commerce C I.C.T S

* G.E.C. Advance Level Commerce in 2011.

Achievements

***Subject Result Subject Result***

Economics S Accounting s

Business studies s English C

**OTHER QUALIFICATIONS**

* Achieved a certificate in Computer Literacy for school children - Level 1 at Singapore Informatics Computer Institute, Sri Lanka.
* Successfully completed a Diploma in Ms Office at I.S.S Computer System ( Word, Excel, Power Point, Access, Open Office, Internet & E-Mail ).
* Successfully completed a Diploma in Computerized Accounting at I.S.S Computer System (Accpac, Quick Books and Tally).
* Currently following CIMA at wisdom (foundation level).
* Good Communication skills in English, Tamil & Sinhala.
* Quick learner.

**PERSONAL COMPETENCE**

* Excellent interpersonal skills.
* Maintaining a positive attitude in place of in work assignment and conditions.
* Flexible in changing according to the situation.

**THE JOURNEY SO FAR**

* COMPANY : Asanth Accounting Service
* POSITION : Audit/Accounts Trainee
* DURATION : 24th February 2014 to 31st July 2014
* COMPANY : The Project Team (Pvt) Ltd
* POSITION : Accounts Executive
* DURATION : 01st August 2014 to Till

**NON RELATED REFEREES**

* Mrs.Dilukshi.M.Ravindran

Consular Assistant in Us Embassy

210, Galle Road,

Colombo- 03.

Tel: 0714763122

E-Mail: [ravindrandm@state.gov](mailto:ravindrandm@state.gov)

* Rev.Pastor.B.R.Kumar Mendis

Gethsemana Prayer Center Church

422, Kurana,

Katunayaka .

Tel: 0777341230, 0312235065

E-Mail: brkmendis@yahoo.com

I declare that the above particulars furnished by me are true and accurate to the best of my Knowledge.

Thank you,

Yours faithfully,

...................................... …………..  **Shamin Rajapandi Date**