

**SUBASHINI ADEIKKEN VELU**

**ADDRESS**: NO 87 PEARL PARK GARDEN, ALWIS

**CONTACT NO:** 077-1011855, 077-8245153

**E-mail:** subashiniavelu82@gmail.com

**DATE OF BIRTH:** MAY 23RD, 1982

**NATIONALITY:** SRI LANKAN

**CIVIL STATUS:** SPINSTER

**SCHOOLS ATTENDED**: GURUKULA COLLEGE - GCE (O/L)

RAJARATA M.V - GCE (A/L)

**KEY SKILLS**

* Hard working, reliable, dedicated and very eager to learn.
* Great communication & Customer Service skills.
* Interacts professionally with clients.

**EDUCATION**

THE G.C.E. (O/L) EXAMINATION IN 1999 AS FOLLOWS:

SINHALA C

RELIGION C

HOME SCIENCE C

ENGLISH S

MATHEMATICS S

SCIENCE – I S

SCIENCE- II S

SOCIAL STUDIES S

ART S

THE G.C.E.(A/L) EXAMINATION IN 2002 AS FOLLOWS:

SINHALA C

RELIGION S

**WORK EXPERIENCE**

* 1 YEAR AS A MULTI DUTY **CLERK** AT WESTERN TEST CENTRE, WELLAWATTE
* 4 YEARS AS A MEDICAL LABORATORY ASSISTANT AT MEDI HOUSE, MARADANA
* 1 YEAR AS A **CLERK** AT THE CENTRAL HOSPITAL
* CURRENTLY WORKING AS AN **ACCOUNTANT** (part time)

**EXTRA CURRICULAR ACTIVITIES**

* PARTICIPATED IN ATHLETICS IN SCHOOL SPORTS MEET.
* AWARD WINNER IN JUNIOR ART COMPETITION.
* PLACED 1ST IN DIVISIONAL & ZONAL ENGLISH COPY WRITING.
* POSSESSED CERTIFICATE AS A CHRISTIAN RELIGION TEACHER.

I hereby certify that the above mentioned Particulars are true and accurate to the best of my knowledge.

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**SIGNATURE** **DATE**