**VANITHA MANOGARAN**

**Permanent Address :** 67/5, Hettambala Watta, Hendala Wattala

**Mobile No** **:**  0710592469

**E-Mail**  **:**  [manogaranvanitha31@gmail.com](mailto:manogaranvanitha31@gmail.com)

**PERSONAL DETAILS**

**Date of Birth** [mm/dd/yyyy] **:** 03/31/1990

**Nationality :** Srilankan

**Religion :**  Hinduism

**Marital Status :** Single

**NIC No :** 905911147 V

**LANGUAGE PROFICIENCY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Sinhala | Excellent | Excellent | Excellent |
| Tamil | Excellent | Excellent | Excellent |
| English | Excellent | Excellent | Good |

**EMPLOYMENT HISTORY**

**EMPLOYER**

|  |
| --- |
| Mercantile Associate Accountancy |
| Accounts & Audit Clerk |
| Very far |
| July 7th 2011 to July 14th 2012 |

Company Name **:**

Designation **:**

Reason for leaving **:**

Period of Service **:**

|  |  |
| --- | --- |
| **Name of School** | **Period** |
| K/ Saraswathy Central College | O/Level |
| K/Girls’ High School | A/Level |

**ACADEMIC QUALIFICATIONS**

**School Attended :**

|  |  |
| --- | --- |
| **Acadamic Qualifications** | **Year** |
| I passed my G.C.E. Ordinary Level | 2006 |
| I passed my G.C.E. Advanced Level (Commerce) | 2009 |

**PROFESSIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Name of the Institute** | **Course Name** | **Year** |
| Management Educational Center of KY | Certificate in English Course | 2010 |
| Management Educational Center of KY | Diploma in Microsoft Office | 2011 |
| South Eastern University of Srilanka (CEDPL) | Bachelor of Business Administration | 2011 to till |

**EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS**

|  |
| --- |
| * Shareholder of Young Entrepreneurs of Srilanka. |
| * Member of School Library Society. |
| * Member of the Board of Prefect. |
| * Participated in Cultural programs. |
| * Participated in Annual Inter House Athletic Meet & got certificates & medals |
| * Participated in Essay & Speech competitions. |

At School :

**HOBBIES & INTERESTS**

|  |
| --- |
| * Reading News Papers. |
| * Listening songs. |
| * Drawing. |
| * Social Service. |

I do here by declare that the above particulars furnished by me are true and accurate to the best of my knowledge. If I am called for an interview, I will be able to produce my original certificates for the kind perusal.

Sincerely,

………………………….. 12/12/2014…

M.Vanitha Date