# Vinothra Selladurai

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**Career Objective**

In order to cope with the challenges of current dynamic environment of the world, I’m a Self-motivated and result oriented individual who seeks a challenging opportunity to work for a Marketing oriented organization, which practices modern marketing concepts, where I can effectively enhance my knowledge to the fullest.

Excellent Communication skills, marketing skills, language proficiency, leadership and problem solving skills are my added values.

**Work Experience:**

**Account Clerk & Computer Operator (Ravi Jewelers (Pvt) Ltd. (2013 to 2015)**

**Main Job Responsibilities**

* variety of general accounting support tasks in an accounting department including:
* Verifying the accuracy of invoices and other accounting documents or records
* Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). Enters data into computer system using defined computer programs
* Compile data and prepare a variety of reports.
* Reconciles records with internal company employees and management, or external vendors or customers.
* Determines sequence of operations by studying production schedule.
* Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output.
* Resolves user problems by answering questions and requests.
* Maintains client confidence and protects operations by keeping information confidential
* Contributes to team effort by accomplishing related results as needed

**Management Trainee (Direct Marketing International- March 2015 – Till date)**

* Ensure Individual targets are achieved with KPI’s.
* Work with other managers to plan and direct the work of the organization.
* Help set policies & Evaluate work Output.
* Work in different departments to gain perspective, including marketing, sales,, and personnel departments
* Handle established accounts to gain familiarity.
* Adhere to guidelines of formal written training program.
* Participate with Sales & Operations team in interviewing and training employees
* Work with and through management to develop and implement actions that protect company assets and profitability.
* Report market activity to management by monitoring and analyzing competitive price lists and products

**Professional Qualification:**

Diploma in Banking & Financial

Certificate in Business Computing at Micro Vision

Banking Assistant Course at DIB in Kandy

In Learning degree of HND in Business and HR program @ ICBT campus

**Educational Qualification:**

* High School Education from Viharamaha Devi Girls College Kandy.

G.C.E. (A/L) in the year 2013. G.C.E. (O/L) in the year 2010

**Subjects** **Results** **Subjects**  **Results**

Accounting S Saivism A

Economics S Tamil language &litt C

Business Studies S Dancing C

English S Business Studies C

Common General Test 60 Health science & Ph C

English S Mathematics S Science & Technology S

Social Studies & His S

**Strengths:**

* Extensive experience of having worked in multi-cultural and very challenging environments.
* I am prompt, hardworking & sincere about my work.
* Good interpersonal skill, people management and analytical.
* I am a good team player, self-motivator and have got good communication inter personal skills.
* Microsoft Office Skills – very good office skills specially word-processing and spreadsheet and presentation software skills.
* Enterprise Solutions – Have a basic understanding of different enterprise solutions, their users and way in which they are deployed.
* Leadership and Teamwork – Can work as a team-player and a leader.

**Personal Details:**

Date of Birth : 19th March 1994

Nationality : Sri Lankan

Gender : Female

Civil Status : Single.

Languages Known : English, Sinhala, Tamil

NIC No : 945791144 V