# CURRICULUM VITAE

# Lourdes Vinosha Devadasan

No:- 91/27,

Wattarapala Road,

Mount Lavinia.

Residence :- 011 – 2738793.

Mobile :- 077 – 7746398, 071 – 1419010.

**CAREER OBJECTIVE**

I am seeking a challenging environment that will encourage learning and creativity. Will provide exposure to new ideas and will stimulate professional, and personal growth.

# Work Experience

**Total years of work experience is 1 year & 2 Months.**

\* Worked at Universal Group under EAP Property Developer’s as a Management Trainee for 6 Months. Experienced in doing Promissory Notes, writing cheques, receipt entering in Quick Book, writing receipts, Petty cash handling, Preparing Bank Reconciliation manually &computerized etc…..& also experienced in Receptionist Skills & Phone Correspondences.

\*Worked at T & A Associates (Charted Accountants) as an Audit Trainee for 6 Months. Experienced in Accounting, Auditing & Taxation.

\*Also experienced in Data Entering & Fast Typing as well as Translations (English to Tamil & Sinhala & vice versa).

\* And experienced in Preparing Financial Statements in Excel Sheets through Formulas & Lookup Functions. Also can do accounts using the SAGE software.

\* Worked as an Administrative Officer at Colombo University’s Medical Faculty for a 2 month Contract.

**Professional Qualifications**

**\* Completed the Higher National Diploma in Accountancy (English Medium) on January 2015 at Advanced Technological Institute Dehiwala. (It is an Equivalent of BCOM Special Degree).**

**\* Currently Following ACCA in Mercury Management Institute & completed the Foundation Stage.**

\* National Institute of Business Management.

Foundation Human Resource Management Course is completed with a Distinction.

**\* British Council.**

Intermediate 1 General English Course with awarding a “B” Grade.

**\*Unitec Institute of Business Studies.**

Diploma in Computer Studies with awarding an “A” grade.

**\*British Informatics of Computer Technology**

Diploma in Computerized Accounting Course with awarding a “Good Pass”.

**Academic Qualifications**

**School Attended: Holy Family Convent, Bambalapitiya, Colombo 04**

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| **G.C.E Advanced Level Examination (Commerce Stream) – 2009** | | |  | **G.C.E Ordinary Level Examination – 2006** | | | |
| Economics | B |  | | | Religion | A |
| Business Studies | B |  | | | English | A |
| Accounting | C |  | | | Maths | B |
| General English | S |  | | | Commerce | B |
| General IT | C |  | | | Tamil | B |
| General Knowledge | 57 |  | | | Sinhala | B |
|  |  |  | | | Social Studies | C |
|  |  |  | | | Science | S |
|  |  |  | | | Art | S |

**Extracurricular Activities**

Vice Treasurer of School Tamil Union.

Active member of school Red Cross Society.

Active Member of School Teen Art Club.

Participated in Drama Competition.

Participated in All Island Western Music & Speech Competition.

Participated in Short Story Competition.

Participated in Inter School Tamil Singing Competition in the following years **(2004, 2005, and 2006).**

# Skills

* Fluent In English Both Written And Spoken.
* Can do Translations in three main languages very well.
* English - Tamil, English - Sinhala & vice versa.
* My Word Per Minute Range (WPM-Range) is 34 – 40.
* Have Good Communication Skills both Sinhala and Tamil and English Clearly, And I am Interested In Learning the New Concepts Quickly and Work on Own Initiative.
* Can do type settings in three languages as well (Tamil, English & Sinhala).
* Participated to the John Keells workshop “Arrow” on 28/10/2014.

**Computer Literacy**

Ability to work the following Software Packages,

MS Word MS Power Point

MS Excel MS Access

**Linguistics Skills**

Language

Writing

Understanding

Speaking

Reading

ENGLISH

SINHALA

TAMIL

**GPA Rates of the HNDA = BCOM (Special)**

1. First Year 1st Semester : 3.83 & First Year 2nd Semester : 3.04
2. Second Year 2nd Semester : 3.63
3. Third Year 1st Semester : 2.40 & Third Year 2nd Semester : 3.60
4. Fourth Year 1st Semester : 3.63

**Personal Details**

**Sur Name with initials**

Ms. L. V. Devadasan

**Name indicated by initials**

LOURDES VINOSHA

**Permanent Address**: No: 91/27, Wattarapala Road, Mt – Lavinia.

**E – Mail ID :** vinosha.devadasan@yahoo.com

**Contact No: Residence;** 011-2738793 **Mobile;** 071-1419010, 077-7746398,

**Date of Birth**: 06-10-1990

**Age: 23+**

**National ID No**: 907801179V

**Civil status;**

Unmarried

References

T: P No

Address

Name & Designation

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| 011- 2587261 |
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| **Residence– Holy Family Convent,** |
| Colombo-04 |
| **Office – Holy Family Convent,** |
| Bambalapitiya, |
| Colombo-04. |
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| **Office –** **Unisal Agencie** |
| No: 3/9, 93, |
| Main Street, |
| Colombo-11. |
|  |
| **Office– Advanced Technological** |
| **Institute,** |
| Dehiwala. |

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| **Rev.Sister Chandani Jayasuriya** |
| **Principal** |
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| **Mr.R.Sasikaran** |
| **Accountant** |
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| **Mrs.P.M.Dissanayake** |
| **Senior Lecturer** |

I confirm that the information given above is true and correct to the best of my knowledge. I am aware that in the event of this information being found factually, incorrect prior to employment, my application is liable to be rejected and if so found while in employment, I am liable to be summarily dismissed.

**Date: 01/03/2015…………… Signature: …L. V. Devadasan……………**