R.Thiruniraichelvan

16/B St .Joseph Road Kanuwana, Ja-ela.

0772697985

Chanthiru879@gmail.com

PERSONAL INFORMATION

Name in Full : Ramachandran Thiruniraichelvan

Present Address : No. 16/B, St. Joseph Road, Kanuwana, Ja-Ela

Permanent Address : Vellai Oya L.D.K Division, Hatton

Date of Birth : 21st July 1994

Gender : Male

Civil Status : Unmarried

N.I.C. No : 942032331V

Nationality : Sri Lankan

Religion : Hindu

PROFESSIONAL QULIFICATION

I successfully completed the **“AATSL”** Foundation Level

**Subjects** **Grade Obtained**

Economics A

Basic Accounting B

Business Studies B

Business Communication C

I successfully completed the “**Dip in Computerized Accounting** Course” at the **Aict instate** of Colombo -06.

I successfully completed the “**Dip in Web designing**” at the same instate.

* **Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint & I have good knowledge in Internet E-mail etc.**
  + **I am Following CIMA Certificate Level at Imperial College Colombo-03**

EDUCATION & TRAINING

**Passed (G.C.E.A/L) Examination – 2013.**

**School Attended : - St.John Bosco’s College Hatton Index No: - 9190554**

**Subjects** **Grade Obtained**

Business Studies A

Economics B

Accounting C

**Passed Ordinary Level (G.C.E.O/L) Examination – 2010**

**School Attended : - Cp/Hz Ganapathy T.M .V Norton Bridge**

**Subjects** **Grade Obtained**

Religion B

Tamil Language and Literature A

Mathematics C

Geography C

History C

English Language S

Science and Technology C

Agriculture S

Art S

WORK EXPERIENCE

01 Dates (from-to) :- 07th July 2014 -07th August 2014

Name of company : - Alliance finance PLC. Ja-ela Branch.

Type of Business : - Finance Service & Leasing

Occupation : - Junior Credit Marketing Officer.

Main activities and responsibilities: - Vehicle Leasing, Customer relationship etc.

02 Dates (from-to) :- 07th August 2014 still working here.

Name of company : - Tea Care Services

Type of Business : - Catering Service

Occupation : - Assistant Accountant

Main activities and responsibilities: - Final Accounts, Budgeting, Invoicing, Cost controlling,

Filling, HR activities etc.

NON RELATIVE REFREES

J.Rohan Sasi

Teacher

CP/HZ Ganapathy T.M.V

Norton Bridge.

Tel: 077 1633317

K.Veerapatiran JP

Chairman

Up country Devolopment Socity

Bambaragagala, Norton Bridge

Tel: 0512232121

I do hereby certify that the above mentioned particulars are true and correct to the best of my knowledge.

R.Thiruniraichelvan