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**CURRICULUM VITAE**

**Janani Senthilnathan**

38/8, Bothirajarama Lane,

Wolfendhal Street,

Colombo 13.

0755103055

[jsjanani1990@gmail.com](file:///C:\Users\Mafa\Downloads\jsjanani1990@gmail.com)

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| **Profile** |

I have shown myself to be self-motivated, committed and determined in achieving my goals. I have also demonstrated negotiating and organizing skills, a sense of responsibility and my capacity to work hard under pressure. I am able to relate to a wide range of people, as I have proven it by my work experiences.

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| **Experience** |

* Front Office Coordinator at British Language Center (BLC) from May 2012 to July 2015.

**The Tasks and job responsibilities assigned to me**

* Handling cash related transactions and updating in the daily ledger.
* Scheduling the classes for students.
* Preparing MI for the lesson planner.
* Preparing MI for payments and attendance.
* Arranging the certificates for students during the awards ceremony.
* Handling issues of students and solving them.
* Have experience in doing stock count.
* Handling front line customer queries and solving them.
* Handling all administration work independently.

**Skills**

* I have the ability to speak in all three languages.
* Excellent customer service and convincing skill.
* Extensive knowledge of excel spreadsheets.
* Ability to handle large volumes.
* Office Executive at Jayaram Brothers from March 2010 to April 2012.

**The Tasks and job responsibilities assigned to me**

* Handling all administration work independently.
* Handling cash related transactionsand updating those details in the daily ledger.
* Have an experience in doing some general ledgers.
* Handling yearly stock count.
* Preparing documents for the imported items.
* Attending customer calls, also collecting payments.
* Maintaining customers data securely.
* Have an experience in doing sales.

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| **Professional Qualifications** |

* Successfully completed Diploma in Computer Application at Claret Institute in 2014 May.
* Successfully completed Diploma in English at Claret Institute in 2014 May.

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| **Computer Literacy** |

* + Excellent knowledge in Microsoft Office
* Microsoft Office Word
* Microsoft Office Excel
* Microsoft Office Power point

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| **Educational Qualification** |

* + General Certificate of Examination (Advance Level - 2009)

Economics S

Business Studies S

Accounting S

* + General Certificate of Examination (Ordinary Level - 2006)

Religion A

Mathematics B

Commerce B

Tamil B

Social Studies B

Arts B

Science C

Tamil Literature C

Geography C

English S

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| **Extra Curricular Activities** |

Member of the college Commerce Club

Member of the college Lions Club

Participated in the college athletic meet as a short distance competitor

Participated in Essay writing in school & district level

Have experience in Art works.

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| **Personal Details** |

Date of Birth : 29th August 1990

Gender : Female

Civil Status : Married

Nationality : Sri Lankan

NIC No : 907422437V

Telephone : 0755103055

Language : Tamil, English and Sinhala

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| **Education** |

VivehanandaCollege Kotahena [1999-2004]

VaithishwaraCollege Jaffna [2004-2006]

St.Anne’s Girls Mahavidyalayam [2007-2009]

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| **Non-related referees** |

PrabathNalindaThilakarathna

Manager Marketing

A.A.T Centre

540 Narahenpita, Col-05

0777725735

**I hereby declare and affirm that information’s stated above by me to be true, accurate and genuine according to the best of my knowledge and belief.**

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Janani Date