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| **Priya Naleandran**  **No 56, aluthmawatha rd, elie lane,**  **Colombo-15**  **Mobile no: - 0758086094**  **Email: - priyanaleandran@gmail.com** |

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| Job position : **Career objective :** To become a notable professional in the field any by gaining the required work experience whilst meeting the goals and objectives of the organization.  **Personal Details**  Name in full : Priya Naleandran  Date of birth : 04th march 1993 |

Age : 22

Sex : Female

Civil status : Single

National Identity card no : 935643767v

Nationality : Sri Lankan

School Attended : St. Clare’s College, Colombo 06

**Contact Details**

Address : No 56, aluthmawattha rd, elie lane Colombo - 15

Mobile no : 0758086094

Home no :

Email : priyanaleandaran@gmail.com

**Professional qualification**

* Successfully completed Higher National Diploma in Business Management and Human Resource Management (Dual HND) Campus ICBT 2014
* Successfully completed HND business management modules with overall Merit and HR modules with over all Distinction
* Currently flowing BA in Business management at (ICBT) Cardiff metropolitan university( march 2015 – march 2016)
* Successfully completed English program 2013
* Successfully completed Diploma in MS office 2008
* Successfully completed Diploma in access and internet 2008

**Personnel attributes**

* Effective communication skill
* Computer literacy skills
* Good planning and effective organizing skills
* Ability to enjoy work regardless of the environment.
* Have strong leadership ability and able to motivate

**Extracurricular activities**

* Senior prefect 2010 -2012
* Participated in Tamil dance, speech competition.
* Participated in English quiz, creative writing competitions
* Member of past student union in school

**Computer/programming skills**

* Microsoft office, ms word, ms power point , ms excel
* Microsoft flash

**Language proficiency**

Tamil : native (fluent )

English : fluent

Sinhala : managable

**Academic qualification**

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| **G.C.E (O/L) - 2009** | **G.C.E (A/L) -2012** |
| Religion (Hinduism) : A | Economics : S |
| English : A | English : S |
| Health : B | Logic : F |
| Tamil language : C | Tamil : F |
| History : C |  |
| Mathematics : S |  |
| English .Lit : W |  |
| Science : s |  |

**Referees**

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| --- | --- |
| Name : N. Ragav | Name : R.rajitha |
| Position : Content Manager & web developing and IT manager | Position : management consulting/ corporate training company called K-MAS Management |
| Address : Lamudi Lanka pvt.ltd,  P V 100584  410, Galle rd, Colombo 03 | Address : K-MAS Management |
| Contact No : 0757289393 | Contact No : 0772616937 |

I hereby certify that the above mentioned particulars given by are true and accurate to the best of my knowledge and belief.

Thank you

Yours sincerely

**priya**

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Signature Date