**CURRICULUM VITAE **

**OBJECTIVES**

To work within an established organization with opportunity for career development whilst performing an innovative and responsible individual.

**PERSONAL DETAILS**

NAME IN FULL : Indra Udeni Senavirathna

RESIDENCE ADDRESS : No 15 / 3H-B, Suncity Tower,Galle Road,Nalluruwa,Panadura

DATE OF BIRTH : 16th December 1970

N.I.C.NO : 708512206V

GENDER : Female

MARITAL STATUES : Married

NATIONALITY : Sri Lankan

E-MAIL ADDRESS : [indraudeni@yahoo.com](mailto:indraudeni@yahoo.com)

CONTACT NOS : 0094 077 4368292

**EDUCATIONAL QUALIFICATIONS**

* **Passed G.C.E O/L Examination**

Sinhala - C

Mathematics - C

Home science - C

Buddhism - S

Social Studies - S

English - S

* **Passed G.C.E. A/L Examination**

Accountancy - S

Economics - S

Commerce - S

Geography - S

* **Computer Skills**

Excellent knowledge of Microsoft Packages, Words, Excel, Internet & E-mail. Sinhala typing as well.

* **Languages**

Excellent Communicative and writing skill in English

* **WORKING EXPERIENCE**
* Six months as an Accounts Clerk with **Blue fine Enterprises.**
* Six years as a Credit Officer & Two years as a Court Clerk with **Finance & Land Sales Ltd.**
* Two years with **M/S. Daisen Industries (Pvt) Ltd** as a Secretary Cum Receptionist.
* Two years with **M/S.Richerd Pieiris Distributors Ltd – Arpico Gampaha** branch asa Customer Relation Officer.
* Worked as a Receptionist cum Telephone Operator with **M/S. U.S.S.Engineering** **(Pvt) Ltd.**
* Worked as a Receptionist cum Telephone Operator with **Vinco International (pvt) Ltd.**
* Presently working as a Receptionist cum Telephone Operator with Ravindra

K R S Advertising Services (Pvt) Ltd

* **NON RELATED REFEREES**

1. Mrs.Gunawardhana (Legal Consultant)

Gunawardhana & Ranasinghe Associates

1056, 2nd Floor,Maradhana Rd, Borellla.

T.P. 011 - 2686626

1. Mr.Mackdoneld Lowe

Administration Manager

U.S.S.Engineering (Pvt) Ltd

397, Galahitiyawa South

Ganemulla.

T.P. 077 3070320

E-mail [admin@ussengineering.com](mailto:admin@ussengineering.com)

I assure of my efficient, honest and loyal services in the event of my being selected to suitable post in your organization.

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Signature Date