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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Sinthuja Suntharalingam** | | **Citizenship : Sri Lanka ▪ Date of birth : 18th January 1994** | | | |  | | --- | | **Contact** | | **N.I.C. No : 945183098V**  **Civil Status :Single ▪ Gender :Female** | | **Tel : 0754050081**  **e-mail : sinthussjas1994@gmail.com** | | | |
| |  | | --- | | **Address** | | No 39, Fussells Lane, Wellawatta, Colombo 06 (postal code- CO 00600), Colombo, Sri Lanka. | | | | | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective**  **Summary of Qualifications** | **A position where I can develop my potential and utilize my discipline, positive attitude, professionalism, determined efforts and interest.**  Willing to assume responsibility, is self motivated and can communicate effectively with people.  Flexible team player and has the ability to learn quickly.  Skilled in applying a logical, common sense approach to seeking practical solutions.  Well organized and inquisitive problem solver who enjoys challenges. | | | | | | |
|  | | | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | 2004  2005  2009 | Certificate in Junior Diploma in Computer Science(JDCS) (A Grade)  Certificate in Junior Diploma in Graphics &Animation(JDGA) (A Grade)  Certificate in Junior Diploma in Computer Programming(JDCP) (A Grade)  Certificate in Computer Accountant Course (Tally 9) (B Grade) | |  |  | | **December 2009** | G.C.E.(O/L) Examinations  Mathematics A  Science c  Religion A  History B  Tamil language C  Music A  English Language B  Commerce B  Agriculture C    Index Number 93910851. | | | | | | |
| 2014 Certificate in English Language Course at the level of Intermediate 1 in British Council  2015 Certificate in**HND in IT** and registered as a student of the ICBT City Campus  I’m following **Access Programme** and registered as a student of the BCAS Campus | |
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| |  | | --- | | **Computing Skills** | | Proficient or familiar with a vast array of concepts and technologies, including:  **Print management, managing files, Microsoft office,HTML,Adope flash CS6,Adobe Dreamweaver CS6,Programming Techniques,C#.NET,JAVA,Adobe Photoshop CS6** | | | | | |
| |  | | --- | | **Extra Curricular Activities** | | * Interested in reading books and Member of BCAS Library as well. * Interested in dancing and playing sports. Beginner learner in swimming . | | | | | |
| |  | | --- | | **Languages Proficiency** | | |  |  |  | | --- | --- | --- | | **English** |  | **Tamil**  **Native** | | | | | | |
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|  | | | | |
| **Non Related References** | | |
| |  |  | | --- | --- | | Manjula Selvaraja  BSc(Hon)in BISM,DNIIT  Senior Assistant Manager  Business Development  BCAS Campus  +94772834595 | Charles Vincent  Assistant Branch Manager  Wellawatte Branch  Seylan Bank  +94725518881 | | | |

I, hereby certify that the above information is true and accurate to the best of my knowledge.

Thanking you,

Yours sincerely,

*s.sinthuja*