Karunanithy Kokilan

63/1, Hampden lane,

Colombo- 06.

**Mobile :**  +94-758361258

**E-Mail:** kokilanhsbc93@gmail.com

## **PROFESSIONAL PROFILE**

I am generally a reliable person who is dedicated to work and capable of working independently and also within a team. I like facing challenges in my real life and take everything as an opportunity to learn more within the tight schedule and resolve problems very quickly. I could able to work well on own initiative whilst demonstrating the organisation and prioritisation required to achieve tight deadlines and deliverables. I’m a motivational and inspirational leader who enjoys being part of a successful and productive team and thrives in highly pressurised and challenging working environments.

**Vision**

To be recognize as an intellectual with a professional background in the field of marketing and to project myself to provide the best technical support and customer service to client, co-workers, stakeholders, and my organization at all times. This I will accomplish by helping, improve the business and lives, striving to solve problems with a positive attitude and to become a vibrant team player which I love the most.

## **OBJECTIVE**

Currently I’m looking for a new and challenging position, one which will make best use of existing skills and experience whilst enabling further personal and professional development. To gain experience in a well reputed organization where there are ample opportunities for me to expand my skills and to mould myself into a more capable and effective person.

**PREVIOUSLY EMPLOYED AT**

* **United Professionals Agencies (Pvt) Ltd, Colombo 08 in the capacity of a coordinating officer.**
* **Amana Taka full (Business Development & Operations). (Serving in the Board October 2012 – 2013)**

## **EDUCATIONAL QUALIFICATION**

* **(CBM) in BMS**
* **(GDM) in BMS**
* **(B.S.C) in BMS – under graduate**
* **(DITEC) in E-SOFT**
* **(PCGD) in IPM**
* **Participated in ACCA students conference**

**Secondary education**

**School :** Hindu College Colombo

**Period :** 2003-2012

Passed **GCE O/L** with

Hinduism : A

Mathematics : C

Health : A

English : C

Tamil : C

Science : S

Music : B

Commerce : S

History : S

1. Passed **GCE A/L**

Economic : S

Business studies: C

English : S

**Extracurricular activities:**

**Head of A/L Union**

**Head of the Commerce Union**

**School Prefect**

**President of Fine Arts Union**

**Cadet Leader of ST. JOHN Ambulance Division**

**Best Cadet of the Year Award**

**Participated At the Sri Lanka Festival of Music, Dance & Speech (All Island First)**

**Participated In Music Competition**

Zonal level \*1st

Provincial level \*1st

All island level \*2nd

**MY STRENGTH…..**

1. Leaded the team to promote the college.
2. Student counseling for their higher studies.
3. Providing a structured and professional working environment, enabling the students to achieve a successful education.
4. Participated in LEO leadership symposium

## **FAMILIAR SOFTWARE/HARDWARE**

**Applications** : MS Office Applications

**Operating Systems** : MS Windows 98, 2007, XP, 2012 Server…etc

## **LANGUAGES**

### English Level: intermediate

### Tamil Level: expert

**Sinhala** Level: **intermediate**

I do hereby certify that all the particulars furnished by me above are true and accurate to my knowledge and belief. If given an opportunity, I would be served your esteemed firm with utmost sincerity.

## THE END…

Yours faithfully

K.KOKILAN