

Gajendran Vinojani
0716335968
vinojanigajendran428@gmail.com

Date of Birth: 11th November 2003

Nationality: Sri Lankan

N.I.C Number: 200381612576

PERSONAL STRENGTHS

- I am hardworking and always give 100% effort to complete my tasks
- I am well-organised and work well with a team to run a successful business event
- I am always reliable and professional and understand what employers need

EDUCATIONAL QUALIFICATIONS

Jun 2024 – Jun 2028

Bachelor of Health Science Honours in Bio Medical Technology (BHSc (Hons) in BT)

Gampaha Wickramarachchi university of indigenous medicine ,Sri Lanka

Diploma in Professional English

Jan 2022 – dec 2022

Tea Leaf Vision Centre for Professional Development – Maskeliya

Subjects: English Grammar; English Speech and Advocacy; I.T. (MS Office, Email, Internet and Typing); Business; and Success and Ethics (based on Stephen Covey's "7 Habits of Highly Effective Managers")

Diploma in Advance English, IT, Sinhala

Hill College -Hatton

A-Levels: Bio System Technology

Aug 2020 – Feb 2023

CP/ HZ/ Norwood T.M.V-Norwood

Bio system Technology	B
Science for Techlogy	C
Agriclure Science	C

O-Levels:

Jan 2019 – Dec 2019

CP/ HZ/ Carfax college – Hatton

Tamil	A	Religion	B
History	A	Home Science	B
Sinhala	A	Science	B
Dance(Classical)	A	English	C
Maths	B		

PROFESSIONAL QUALIFICATIONS and SKILLS

Sep 2020 – Dec 2020

Hill College–Hatton

COMPUTER SOFTWARE KNOWLEDGE

- MS Office including MS Word, PowerPoint and Excel
- Use of Internet Search Engines and Email

Jan 2021 – Dec 2021

Tea Leaf Vision Centre for Professional Development – Maskeliya

COMPUTER SOFTWARE KNOWLEDGE

- MS Office including MS Word, PowerPoint and Excel
- Use of Internet Search Engines and Email

TECHNICAL SKILLS

- English Typing (24 WPM)

WORK EXPERIENCE

Community English Teacher

Jan 2021 – Dec 2021

CP/ HZ/ Nallathanneer T. M. V – Maskeliya

Supportive Teacher

- Teaching Basic English to children between the ages of 7 and 12
- Preparing resources and monitoring attendance

Project Officer

Tea Leaf Vision Centre for Professional Development – Bogawanthalawa

- Preparing resources and conducted the meeting

Financial Advior

Softlogic -Hatton

- Conduced the meeting

ADDITIONAL EXPERIENCE

Student Entrepreneur

Jan 2021 – Dec 2021

Tea Leaf Vision Business Event – Maskeliya

Responsibilities

- As part of the Business Course at Tea Leaf Vision, I worked in a team to design a project proposal for a business idea with a budget of 3,000 LKR. My team presented our business idea at a fair and earned a profit on the loan to pay back the school

Business Fair Treasurer**Jan 2021 – Dec 2021***Responsibilities*

- Overseeing and presenting budgets and accounts to the group and to maintain a record of the expenses

Individual Service Project**Jan 2021**

Tea Leaf Vision – Maskeliya

Responsibilities

- As part of the Success and Ethics course at Tea Leaf Vision, I planned and carried out an act of service for my community. For my project, I chose to give some cleaning equipment to my school

Prefect**Aug 2020 – Feb 2023**

CP/ HZ/ Norwood T.M.V-Norwood

Responsibilities

- I was selected to this role by the teachers at school and was responsible for monitoring, taking care of school property, managing the students' discipline and informing the Principal of any issues facing the school

Prefect**Jan 2019 – Dec 2019**

CP/ HZ/ Carfax college – Hatton

Responsibilities

- I was selected to this role by the teachers at school and was responsible for monitoring, taking care of school property, managing the students' discipline and informing the Principal of any issues facing the school

Class Representative**Aug 2020 – Feb 2023**

CP/ HZ/ Norwood T.M.V-Norwood

Responsibilities

- I was voted for this position and my responsibility was to oversee and monitor the students' behaviour in class and to facilitate communication between staff and students

Class Representative**Jan 2019 – Dec 2019**

CP/ HZ/ Carfax college – Hatton

Responsibilities

- I was voted for this position and my responsibility was to oversee and monitor the students' behaviour in class and to facilitate communication between staff and students

School Representative/Monitor**Aug 2020 – Feb 2023**

CP/ HZ/ Norwood T.M.V-Norwood

Responsibilities

- I was voted for this position and my responsibility was to oversee and monitor students' behaviour in class and to facilitate communication between staff and students

CP/ HZ/ Carfax college – Hatton

Responsibilities

- I was voted for this position and my responsibility was to oversee and monitor students' behaviour in class and to facilitate communication between staff and students

AWARDS

- Awarded for best attendance at Carfax College 2016,2017,2019,2020,2021
- Participated in National Scouts Sports (CP/HZ/ Carfax College)
- The Best Athletic women in 2015,2017,2018,2021(CP/HZ/ Carfax College)
- Awarded for Zonal level junior song Competition in first place(CP/HZ/ Carfax College)
- Awarded for all Island Art Competition in 2021(CP/HZ/ Carfax College)

REFERENCES

Mr. Sivabalan Umaharan
The Principal
Tea Leaf Centre
Upcot Road
Maskeliya
Phone No: 071–9272810

Mr. S.V.Udhaya kumar
Honney College-Puliyawaththa
Moray Upper Division
071-6515343
udhayakumarvadamalai@gmail.com