

**Gajendran Vinojani**  
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**Date of Birth:** 11<sup>th</sup> November 2003

**N.I.C Number:** 200381612576

**Nationality:** Sri Lankan

### **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 Advisor**

Softlogic -Hatton

- Conduted 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

<b>Business Fair Treasurer</b>	<b>Jan 2021 – Dec 2021</b>
<i>Responsibilities</i>	
<ul style="list-style-type: none"> <li>Overseeing and presenting budgets and accounts to the group and to maintain a record of the expenses</li> </ul>	
<b>Individual Service Project</b>	<b>Jan 2021</b>
Tea Leaf Vision – Maskeliya	
<i>Responsibilities</i>	
<ul style="list-style-type: none"> <li>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</li> </ul>	
<b>Prefect</b>	<b>Aug 2020 – Feb 2023</b>
CP/ HZ/ Norwood T.M.V-Norwood	
<i>Responsibilities</i>	
<ul style="list-style-type: none"> <li>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</li> </ul>	
<b>Prefect</b>	<b>Jan 2019 – Dec 2019</b>
CP/ HZ/ Carfax college – Hatton	
<i>Responsibilities</i>	
<ul style="list-style-type: none"> <li>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</li> </ul>	
<b>Class Representative</b>	<b>Aug 2020 – Feb 2023</b>
CP/ HZ/ Norwood T.M.V-Norwood	
<i>Responsibilities</i>	
<ul style="list-style-type: none"> <li>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</li> </ul>	
<b>Class Representative</b>	<b>Jan 2019 – Dec 2019</b>
CP/ HZ/ Carfax college – Hatton	
<i>Responsibilities</i>	
<ul style="list-style-type: none"> <li>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</li> </ul>	
<b>School Representative/Monitor</b>	<b>Aug 2020 – Feb 2023</b>
CP/ HZ/ Norwood T.M.V-Norwood	
<i>Responsibilities</i>	
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**School Representative/Monitor****Jan 2019 – Dec 2019**

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 Scounts 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  
Honcey College-Puliyawaththa  
Moray Upper Division  
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udhayakumarvadamalai@gmail.com