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**First Name of Application CV No:** **1652358**

Whatsapp Mobile: +971504753686



**OBJECTIVE:**

A challenging, attractive position commensurate with my qualification and experience. To work in accordance with my knowledge, skills and work effectively by providing high quality & standard service are own my way to the to achieve the highest position in a leading organization through extreme co-operation and maximum utilization of my entire capacity, for mutual growth and in contributing best for the Organization’s overall achievement..

**SKILLS:**

* Enthusiastic and very much willing to learn and to be trained
* Hardworking and energetic
* Flexible , can adapt to change of environment and work schedule
* Good communication and interpersonal skills
* Ability to work effectively in a team
* Reliable with management skills

**WORK EXPERIENCE:**

* **Worked as Accountant & Collection Officer in Bartleet Finance Ltd, Galle Sri Lanka for the period of 1 Years.**
* Daily receipt the customer rentals
* Collecting the arias rental
* Handling the first three month and ceasing orders
* Independent Co-ordination with Clients
* **Worked as Office Administrator & Accountant in Bartleet Finance Ltd, Galle Sri Lanka for the period of 2 Years.**
* Collecting customer document and arrange their leasing
* Operating key Business Development functions of Commercial Vehicles Services

Independent coordination with Suppliers – Promotional related

* **Worked as Customer care & Technician in Lanka Bell, Sri Lanka for the period of 2 Years.**
* Rectifying and correcting the mistakes and inappropriate practices in reporting techniques
* **Worked as Office Administrator in Venus traders, UAE from April 2013 To September 2015**
  + *Preparing salary documentation*
  + *Store warehouse activities*
  + *Importing and export Activities prepare monthly statement*
* **Working as Labor Supervisor and Transport In charge in Speed Park,UAE company from November2015 to up to now**

**OTHER QUALIFICATION:**

* Has Successfully completed AAT accounting course Sri Saranankara Nenasala Training Centre from 2008
* Has Successfully Diploma in Information & Communication Technology in Vocational Training Authority of Sri Lanka from Six month
* Has Successfully Diploma Banking and admin in Amazon Lanka Higher Educational Institute Sri Lanka from 2012

**ACADEMIC QUALIFICATION:**

* Completed Ordinary Level High School in Sri Lanka from 2005
* Completed Advanced Level High School Sri Lanka from 2007

**ACTIVITIES:**

Cricket, Athletics, Basket Ball

**PERSONAL INFORMATION:**

* Nationality : Sri Lankan
* Date of Birth : 12-01-1989
* Marital Status : Single
* Gender : Male