***PERSIONAL SUMMARY*** Seeking for a challenging position in a progressive company where I can contribute my skills, Knowledge, ability and competencies in a positive way towards the company development and personal growth, In addition ability to take any challenging position and prove my Identity under pressurized situation in order to meet deadlines and achieve set goals.

***WORK HISTORY***

***EMPLOYER*** **DIVISIONAL SECRETARIAT**

**GOVERNMENT OF SRI LANKA**

***JOB TITLE*** **LAND FIELD INSTRUCTOR**

***EMOPLOYMENT PERIOD*****01-12-2010 TO DATE**

 ***RESPONSIBILITIES***

* Maintain a record book about state land particulars
* Maintain a file about state land survey plans
* Maintain a record book about issuing land permits and grants
* Maintain a case register about public complaints
* Maintain a record book for field visit
* Preparing letters to inquiries and meeting about land problems
* Preparing files for land inquiries
* Preparing personal profiles for land less people in the division
* Preparing permits and grants
* Maintain a meeting minute book
* Preparing reports about land problems
* Maintain inward and outward mail register
* General inspection of state land
* Conduct public meeting about land problems
* Take action to encroachment of state land
* Issuing land permits and grants
* staff register, mail records and personal profile

***EMPLOYER*** **CENTER – KALUANCHIKUDY**

***JOB TITLE*** **MANAGEMENT TRAINEE Under Divisional Officer’s Supervision *EMOPLOYMENT PERIOD*****From June 2009, to September 2009**

***RESPONSIBILITIES***

* Maintain a register for issuing fertilizer
* Maintain a receipt book for issuing fertilizer
* Maintain a meeting minute
* Preparing letters for farmers to the monthly meeting

***Education and Training***

* **DIPLOMA IN AGRICULTURE (ENGLISH MEDIUM)-SCHOOL OF AGRICULTURE KUNDASALE 2007/2009**
* General Certificate of **advance level** completed in 2004
* General Certificate of **ordinary level** completed in 2001
* Successfully Completed the Skills through **English** for Public Servants at GTZ, **British Council & Australian AID**.
* Successfully Completed the Basic Sinhala Language Course at **NILET Ministry**.
* Completion of Diploma in Cake Making at New Varieties Cake Academy
* Followed an **English course in British council** at Head Way College Batticaloa - Grade 1, 2 & PET

***Personal information***

***Gender***  : Female

***Date of Birth*** : 28th of June1985

***Nationality*** : Sri Lankan

***Marital Status*** : Married

***Dependents*** : No

***School Attend*** : PeriyaKallar Central College, Kallar, Sri Lanka.

***Language*** Ability to Speak, Write in Three languages English, Tamil and

 Sinhala, and can Understand little bit of Malayalam and Hindi.

***KEY SKILLS***

1. Strong organizational, administrative and analytical skills.
2. Excellent teamwork and interpersonal skills
3. Excellent spelling, proofreading and computer skills.
4. Ability to maintain confidentiality.
5. Excellent working knowledge of all Microsoft Office packages. I expand my knowledge and confidence of Microsoft programs such as internet & Email, word, excel, power point, and Access. I actively enjoy researching on the internet and my keyboard speed and accuracy has been increased by my recent database.
6. Friendly dedicated and can work under pressure.
7. Ability to multi task and manage conflicting demands.
8. Hardworking,enthusiastic and self motivated
9. Ability to deal and interact with people
10. A good learner can meet challenges

**First Name of Application CV No:** **1704360**

Whatsapp Mobile: +971504753686

