**CURRICULUM VITAE**

**POORNA**

**C/o- Mobile: +971505891826**

**Poorna.343612@2freemail.com**

**Address: Dubai UAE**

**OBJECTIVE:**

To pursue a career that will give me the opportunity to fulfill my ambition acquire the training and experience necessary for professional and personal growth, to be able to share my competent, skills, knowledge, hard and discipline in the company.

**EMPLOYMENT HISTORY**

Position : OFFICE ASSISTAN

Duration : 1 Year

Company : THISARU & COMPANY – SRI LANKA

Position : SALES ASSISTAN

Duration : 1 Year

Company : SEYLINCO INSURANCE – SRI LANKA

Position : STOCK KEEPER

Duration : 9 MONTH’S

Company : CHANDRADASA REF & ELCTRICALS – SRI LANKA

Position : OFFICE ASSISTANT

Duration : 1 Year

Company : SRI LANKA RAILWAY STATION

**Position : WRAPPING &PACAGING**

**Duration : 2 Year**

**Company : XOCOLATE – DUBAI (UAE)**

**PROFESSIONAL QUALIFICATION**

* Has successfully completed Saloon Course
* Has successfully completed Microsoft Office Course
* Word, Excel, Access, Power point
* Internet & Email
* Key board skills for Data entry

**EDUCATIONAL BACKGROUND**

* GCE: Successfully Passed (O/L) Ordinary Level Examination.

Sri Lanka

* GCE: Successfully Passed (A/L) Advance Level Examination.

Sri Lanka

**LANGUAGE KNOW** : English, Hindi& Sinhala

**PERSONAL SKILLS**

* Excellent commercial awareness
* A good understanding of what motivates customers to buy products
* Self confidence
* Ability to take decisions and remain calm when under pressure
* Confidence when leading negotiations
* Interpersonal and communication skills
* Ability to plan and priorities
* A creative mindset
* Finding out about future trends
* Excellent organizational and planning skills
* Ability to work well in a team

**PERSONAL INFORMATION**

Nationality :Sri Lankan

Date of Birth :27.07.1991

Gender : Female

Marital Status :Married

Visa Status : 03 month’s Visit Visa

Expiry Date : 05 Apr 2017

I hereby declare that the above information are true and correct to the best of my knowledge and belief

**POORNA**