

 Chintha

[Chintha.360973@2freemail.com](mailto:Chintha.360973@2freemail.com)

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**professional summary**

Possess adynamic and energetic personality.Motivated, enthusiastic, responsible and committed to drive the company to progress further. I am confidentthat I will make my work field a success by always emerging with innovative ideas and bring a change when called for.

**core qualifications**

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| **O Level (Univ. of London:** | Aminiya School/Maldives |  | 1989 | | |
| **A Level (Univ. of London):** | Science Education Centre/Maldives | | |  | 1990 |
| **Multiple Intelligences :**  **Diploma in Primary Teacher :**  **Training (International)** | Al Imran International School/Sri Lanka  American College of Higher Education/Sri Lanka | | |  | 2016  2016 |
| **IELTS :**  **Early Childhood Education :** | British Council, Kandy/Sri Lanka  American College of Higher Education/Sri Lanka | | |  | 2017  2017 |

**work experience**

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| **Front Office Assistant** | : | Hunas Falls Hotel, Kandy/Sri Lanka | 1992 |
| **Receptionist** | : | Hilltop Hotel, Kandy/Sri Lanka | 1993 |
| **Secretary** | : | Cyprea Hotels & Travels Pvt Ltd/Maldives | 1994-1997 |
| **P.A to Managing Director** | : | Cyprea Pvt Ltd/Maldives | 1994-1997 |
| **Reservations Officer** | : | Kanifinolhu Resort, 150 room resort, Cyprea/Maldives | 1998 |
| **Secretary** | **:** | Consulate of Sweden/Maldives | 1994-1998 |
| **Secretary** | **:** | Consulate of Denmark/Maldives | 1994-1998 |
| **Secretary** | **:** | Consulate of Norway/Maldives | 1994-1998 |
| **Assistant Export Manager** | **:** | H.M.F Maldives Pvt Ltd/Maldives | 1999-2008 |
| **Accounts Executive** | **:** | H.M.F Maldives Pvt Ltd/Maldives | 1999-2008 |
| **Marketing Manager**  **Supervisor**  **Co-ordinator**  **Teacher- Gr. 1-9**  **English/Science/Maths** | **:**  **:**  **:**  **:** | Pet Channel Aquarium/ India  Big Cat Clothing Shopping Mall, Peradeniya/Sri Lanka  Derana Holdings Pvt Ltd,Mahaiyyawa, Kandy/Sri Lanka  Life Academy, Kandy/Sri Lanka | 2009-2011  2014  2014  2014 – 2016 |
| **Teacher–English Gr.5678**  **Teacher–CitizenshipGr.67** | :  : | Kandy International School, Peradeniya/Sri Lanka  Kandy International School, Peradeniya/Sri Lanka | 2014 -2016  2014 -2016 |

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**key skills**

* Managing diaries and making appointments
* Booking travel arrangements
* Preparing and distributing papers and documents for meetings
* Taking minutes
* Dealing with post
* Drafting letters and other documents, such as PowerPoint presentations
* Maintaining filing systems
* Answering the phone and answering queries
* Photocopying and printing
* Using various computer packages - Word, Excel, PowerPoint
* Good organisation skills.
* Good time management.
* Good communications skills, written and verbal.
* Discretion.
* Accuracy and good attention to detail.
* An ability to stay calm and tactful under pressure.
* Self-motivation.

I have been living in Maldives for 24 years andcompleted my education in Maldives, followed byfour years in India and last four years in Srilanka. Languages I am fluent in are English, Sinhala and Dhivehi. I have also travelled toa number of countries such as Germany, Hong Kong, UAE, Thailand, Malaysia, Singapore, India and Maldives.

I would like to apply for the above post or any suitable vacancy as per my qualifications that may be available at your esteemed company.

I shall be glad to disclose further details of my career, and produce originals of my certificates when called for interviewing. Currently I am in Dubai on visit visa and reachable on mobile and PO Box, and I will be staying here till 29th April.

I am confident that I will be able to carry out any jobs/challenges assigned to me as per your expectation, or better than your expectation.I would be very grateful if you could kindly consider my application favourably and give me an opportunity to teach at your company in the near future.

Thanking you