**CURRICULAM VITAE**

Harshani

[Harshani.131518@2freemail.com](mailto:Harshani.131518@2freemail.com)

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**CAREER OBJECTIVE**

To pursue a profession in the field of a Secretary, while applying the knowledge and skills that I have acquired to the betterment of my career and the organization, given the opportunity to serve your prestigious organization. I assure you of my best commitment to work with passion, diligent, honest and dedication.

**EDUCATIONAL QUALIFICATIONS**

**2010 Charles Sturt University – Australia**

Bachelor of Accounting – 1st Year

**2009 Holmesglen TAFE - Australia**

Certificate III & IV in Business (International Business)

**2008 Business & Technology Course – Higher National Diploma**

**Edexcel International (UK)**

International Business Management

**2005 General Certificate of Education (GCE) Advance Level**

Accounts, Business Studies, Economics & English

**2003 General Certificate of Education (GCE) Ordinary Level**

Edexcel International (UK)

**2002 General Certificate of Education (GCE) Ordinary Level**

**WORK EXPERIENCE**

**2011 Secretary cum Receptionist**

**ARMINA General Trading, Dubai**

**Responsibilities / Achievements**

* Independently draft mail, send and receive e-mail.
* Provide clerical services to department, schedule appoints, book meetings.
* Type Letters, maintain Files (e.g. letters, customer records, emails)
* Handling phone calls

**2006 – 2008 Secretary for GM Technical**

**Senok Trade Combine Ltd, Sri Lanka**

Sri Lanka’s largest Workshop dedicated to construction machinery & heavy vehicles

**Responsibilities / Achievements**

* Send and receive e-mail.
* Provide Secretarial / Clerical services to department, schedule appoints, book meetings, maintain database, type and edit correspondence, maintain contracts and other documentation.
* Independently draft mail, draft correspondence for Marketing Department Managers.
* Handle enquiries; provide information and procedural advice to Team members.
* Leave record maintenance, Calculation of O.T. and salaries.
* Cash handling and petty cash handling.
* Type Letters, maintain Files (e.g. emails, letters, customer records)
* Efficient track and handling of warranty related issues and claims.

**PERSONAL DETAILS**

Visa Status : Father’s Sponsorship

Date of Birth : 29 July 1987

Nationality : Sri Lankan

Religion : Buddhism

Marital Status : Single

Languages Known : Singhalese and English

**KEY SKILLS**

* Excellent communication skills
* Fluent in English
* Basic Computer skills (MS-Office 2007, including good experience in MS-Word, Excel, PowerPoint, Office Outlook 2007)

**INTERESTS**

I’m interested in reading fiction and nonfiction books.

**REFERENCES**

Available on request.