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**CURRICULUM VITAE**



**MAREENA**

**Sharjah.**

**Email:** **mareena-395730@gulfjobseeker.com**

**Position: Office Administrative**

**OBJECTIVE**



Negombo, Sri Lanka



Office Adiminitrative

Negombo, Sri Lanka

**EDUCATION:**

* Passed G.C.E Ordinary Level (2010) - Loyala Collage,Negombo,Sri Lanka
* Passed G.C.E Advance Level (2012) - Kochchikade Maha Viddayalaya, Sri Lanka
* I have done 4 month English Course at Betany English School, Sri Lanka
* I have done 1 Year Computer Course at Esoft Computer Studies (PVT) Ltd, Sri Lanka Iunderwent a 1 year Graphic Designing Course at Wijaya Graphics (PVT) Ltd, Sri Lanka

**LAGUAGAE:**

English

**QUALIFICATION:**

* I Fluent in computer knowledge like CorelDraw
* I have more computer knowledge programming (Ms Office, Hardware, Type Setting, Planing,)
* I have experience for wise data entry, data analysing (Document Controller)
* Also taking reports for monthly salary details (Pay Roll)
* Object oriented and honest
* A active person at work time
* Friendly and pleasing others
* I am punctual and also very well dressed

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**PERSONAL DATA:**

* Date of Birth - 19-10-1994
* Marital Status - Single

Nationality - Sri Lankan

**DECLARATION:**

I sincerely hope that y application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at your earliest convenience

Yours,

Faithful,

Mareena