

Name : S.P. GEORGE

Age : 26 years

Address : Villa No 30 , 13 th street , Al Wasl road , Jumeirah, Dubai.

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Nationality : Sri Lankan



PROFILE

- Self – motivated, adaptable, conscientious and enthusiastic person with well-developed IT skills combined with a flexible attitude to work.
- Strong team worker skills developed through work in retail and group activities.
- Get on well with people at all levels, easily making good working relationships.
- Have good presentation and communication skills.

EDUCATIONAL QUALIFICATIONS

- Sat for the G.C.E (Ordinary Level) Examination year 2011
(Index number – 10020446)

Subject	Grade
English	A
Religion	A
History	C
Sinhala	C
Mathematics	C
Science	S
Commerce	C
Information Technology	S
Arts	S

- Sat for the G.C.E (Advance Level) Examination year 2014 (**Index number – 1005138**)

Subject	Grade
General English	B
Economics	C
Business Studies	C

ACADEMIC QUALIFICATIONS

- Completed Diploma in Microsoft office including business application at ICET Institute.
- Completed Diploma in Human resource management at ICET Institute.
- Completed Certificate course in English language at the institute of human resource advancement University of Colombo.

WORK EXPERIENCE

- 3 years work experience as a Clerk at Informex concreting (pvt) limited.
- One year work experience at sahasa management corporation as an multiy duty clerk.

I hereby certify that the above information is correct and complete to the best of my knowledge.

S.P GEORGE

2021/11/24