



PERSONAL INFORMATION

NAME ABILASHANI SIVAKUMAR
NATIONALITY SRI LANKAN
NIC 200074202364
E-MAIL ABISHIVA982@GMAIL.COM
CONTACT +9710504859128
ADDRESS 1ST DECEM ST, JUMEIRA
DUBAI. UAE
AGE 22 YEARS

EDUCATIONAL QUALIFICATIONS

● GCE O/L 2016 - 9A

- English - A
- Maths - A
- Science - A
- Religion - A
- Tamil - A
- History - A
- Business & Accounting - A
- Health Science - A
- Tamil literature - A

● GCE A/L 2019 - A 2C

- Combined Maths - A
- Physics - C
- Chemistry - C
- General English - C
- General knowledge - 60%

● Following The Bachelor of Design

Honours (2020)

- University of Moratuwa. Sri Lanka

ABILASHANI .S CURRICULAM VITAE

Energetic and optimistic customer service officer with over 1 years of professional experience assisting customers in solving complex issues.

Likable data entry officer with over 1 year of professional experience.

PROFESSIONAL QUALIFICATIONS

- Followed elocution in IEMS
- Followed an English course in British Council
- Certified ICT Skills in IDM

OTHER ACHIEVEMENTS

- Participated in the Olympiad quiz competitions
- Participated in maths competitions in intra-school competitions
- Got high distinctions in the Australian National Chemistry Quiz, organized by Royal Australian Chemical Institute.

WORKING EXPERIENCE

- Performed as a app promoter at **Upay company**
- Performed one month as a cashier in **Day to Day in UAE**
 - Collecting payments by accepting cash, check, or charge payments from Customers; making change for cash customers.
- Performed more than 1 year as a data entry officer & Outlet telemarketing officer at **Chad's International Pvt Ltd.**
 - Edited, processed data entry and distribution of raw source documents.
 - Filled machine with input and output media as required Preparing, copying and scanning of documents
 - Sending and receiving of documents/site mails
 - Daily collaboration with legal, sales, tech, PR, social media and editorial team
 - Managed and recorded all leads from outbound telephone marketing
- Tutor (Independen) Mathematics classes.
- Performed as a office assistant in **uber eats company.**

SPORTS

- Chosen as the home Games Captain
- Won places in relay and race at the inter house sports meet
- Participated in the throwball match at the inter house tournaments

FINE ARTS

- Chosen as the Vice Secretary of Maths union
- Won places in art and dance competition
- Awarded for the outstanding performance in Verse Speaking at The Voice Over Festival

LANGUAGE

- Tamil - Fluent in written & spoken
- English- Fluent in written & spoken
- Sinhala - Fluent in spoken

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

With regards,

Abilashani Sivakumar