

# P.D.S.V.R. BERTUS

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Visa status : Visit visa



## CAREER OBJECTIVE

To build a career in an organization that would utilize my skills, while provide me with an Opportunity for professional and personal growth, in a motivating and challenging environment.

## ORGANIZATIONAL SKILLS

Well organized, prepared, structured and flexible, analytical & rational efficiency, efficient follow-up skills, detail oriented, flair for project management implementation & coordination with cross-functional teams' logistical documentation & stock management.

## PERSONAL SKILLS

Quick learned - problem solving - never give up attitude - independent and well Planned work procedures.

## PROFESSIONAL QUALIFICATIONS

I have successfully completed a period of 9 months in the capacity of a Management Trainee at **Sri Lanka Institute of Tourism and Hotel Management** acquiring knowledge in following areas.

1. **Data entry by using Quick Book.**
2. **Preparing & maintaining stock reports and ledgers.**
3. **Maintaining daily reports.**
4. **Follow up purchasing orders**
5. **Coordinating with Top Management**

## PAST EMPLOYMENT

### (2013-2014)

**Jetwing Lagoon Hotel**, Talahena, Negombo, Sri Lanka which is a leading 4 - star hotel in Sri Lanka. **Designation: Accounts Assistant – Grade 1**

### Duties:

- Coordination with Charter Delegations.
- Goods Receiving and Maintaining.
- Stock Handling.
- Goods issuing.
- All Documentation part in stores.

### (2015 – 2017)

**Standard Chartered Bank, Colombo, Sri Lanka.**

**Designation: Client Centre Executive - Sales**

I have been assigned to coordinate with exclusive customers of the bank related to financial issues, bank documentation and to follow them up.

(2017- 2021)

**Commercial Credit & Finance PLC, Sri Lanka**

**Designation: Administration Officer - Finance (Level 03)**

I have been assigned to coordinate with exclusive customers of the Company related to financial issues, documentation and other duties in the branch.

### **EDUCATIONAL QUALIFICATIONS**

- Schools attend – **St. Mary's College, Negombo, Sri Lanka.**
- Passed General Certificate of Educational **Ordinary Level** – 2008
- Passed General Certificate of Educational **Advanced Level** – 2012

### **HIGHER EDUCATIONAL QUALIFICATIONS**

- I have Successfully Completed Certificate of Financial and Management Course at **National Institute of Business Management.** (from 03-Oct-015 to 09-July-2016)
- I have successfully completed an English Language Course at the **British Council of Sri Lanka.** (from 14-Oct-2015 to 20-Dec-2015)
- I have successfully completed a Spoken English Certificate Course at **University of Colombo (IHRA).** (from 05-Oct-2013 to 18-May-2014)
- I have Successfully Completed Certificate Course in Applied Information Technology at **Sri Lanka Telecom Welisara.** (from 22-Nov-2012 to 11-01-2013)
- I have Successfully Completed Training Course (Office Package) on Computer Studies Conducted by **Divisional Secretariat, Negombo.** (from 20-Sep-2011 to 20-Dec-2011)

### **OTHER SKILLS**

- Communication Skills (**English & Sinhala**)

### **PERSONAL DETAILS**

- Religion : **Roman Catholic**
- Date of Birth : **10<sup>th</sup> Nov 1992**
- Age : **29 Years**
- Nationality : **Sri Lankan**
- Marital Status : **Single**
- Gender : **Male**

**I do hereby declare that the above information furnished by me are true and correct to the best of my knowledge, and may I add that I shall endeavor to be an asset to your establishment if I am given the opportunity.**

**P.D.S.V.R. Bertus – Applicant**