

CURRICULUM VITAE

Mitt

For further information

Contact Jude-Employment Co-ordinator

Phone DDI 03 353 4161

Career Objective

I have a current NZ work permit and I am seeking a job opportunity where I can apply my training, skills knowledge and practical NZ workplace experience in:

- Preparing and processing export/import documents
- General office administration and marketing task and processes
- Any position related to the above

Specific Skills and Strengths

- Over 3 years NZ experience as a marketing co-ordinator processing document for an export/import trading company and ensuring all processes completed and accurately followed
- NZ trained and qualified in business systems and processes
- Proven and effective computer skills- word, excel
- Ability to train and manage staff within the work environment effectively and appropriately.
- Actively contributing to the team environment, offering ideas as well as being interested in what others have to say and acknowledging their contributions.
- Have the ability to work effectively in a team or alone should the task require it.
- Quick to learn new systems and process
- Willing to take the initiative should a situation arise that requires immediate action.
- Have a practical eye for detail which is a necessary trait within this profession.
- Participating in playing cricket for the “Canta Lankans” cricket team made up of members of the Sri Lankan community.
- Hard working, friendly and co-operative team member

Education and Qualifications

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| 2005 – 2006 | National Diploma in Business (NZQA Level 5)
The New Zealand School of Travel & Tourism |
| 1992 – 1996 | Degree in Bachelor of Science (with Honors) |
| 1998 – 1999 | Centre for Professional Studies- “Background to the Law” |

Employment Record

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| 2008 – Present | Blenheim Road Motor Lodge, Christchurch
Motel / Restaurant Manager (Part time evening work) |
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- 2006 – Present Sea Jho Co., Ltd, Christchurch
Marketing Co-ordinator (Full time)
(Export/Import Trading Company)
- 1995 – 2005 L.B.G. Enterprises- Civil Engineering & Government Contractors
Assistant Manager
- 1993 – 2005 Private Tutor (Self employed)
(Tutoring in Mathematics, Science & Technology and Chemistry)

Other Achievements

- Spokesman of the Canta Lankans Association Inc. Also incorporates liaising with the Sri Lankan community.
- Voluntary Teaching - Christchurch Language & Cultural School

Interests Cricket, Rugby&Football, Tramping, Gardening, Travel
Entertaining Friends, Listening to music, Farming

Referees- available on request