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| **Permanent**  **Address :** |  |
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| **Home Tel :** |  | **Mobile** **No :** |  |
| **Fax No :** |  | **E-Mail :** |  |

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| **PERSONAL DETAILS** |

|  |  |
| --- | --- |
| **Date of Birth** [mm/dd/yyyy] **:** |  |
|  |  |
| **Nationality :** |  |
|  |  |
| **Religion :** |  |
|  |  |
| **Marital Status :** |  |
|  |  |
| **NIC No :** |  |
|  |  |
| **Passport No :** |  |

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| **SKILLS** | | | |
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| **LANGUAGE PROFICIENCY** |

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| **Language** | **Reading** | **Writing** | **Speaking** |
| Sinhala |  |  |  |
| English |  |  |  |
| Tamil |  |  |  |

Please fill the above cells using (Excellent, Good, Average, and Poor)

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| **EMPLOYMENT HISTORY** |

|  |  |
| --- | --- |
| **EMPLOYER 1** |  |
| **Company Name :** |  |
| **Position :** |  |
| **Salary :** |  |
| **Benefits :** |  |
| **Reason for Leaving :** |  |
| **Period of Service :** |  |
|  |  |
| **Key Responsibilities :** |  |
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| **Key Achievements :** |  |
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| **EMPLOYER 2** |  |
| **Company Name :** |  |
| **Position :** |  |
| **Salary :** |  |
| **Benefits :** |  |
| **Reason for Leaving :** |  |
| **Period of Service :** |  |
|  |  |
| **Key Responsibilities :** |  |
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| **Key Achievements :** |  |
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| **EMPLOYER 3** |  |
| **Company Name :** |  |
| **Position :** |  |
| **Salary :** |  |
| **Benefits :** |  |
| **Reason for Leaving :** |  |
| **Period of Service :** |  |
|  |  |
| **Key Responsibilities :** |  |
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| **Key Achievements :** |  |
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| **EMPLOYER 4** |  |
| **Company Name :** |  |
| **Position :** |  |
| **Salary :** |  |
| **Benefits :** |  |
| **Reason for Leaving :** |  |
| **Period of Service :** |  |
|  |  |
| **Key Responsibilities :** |  |
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| **Key Achievements :** |  |
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| **ACADEMIC QUALIFICATIONS** |

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| **School Attended :** | **Name of School** | **Period** |
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| --- | --- | --- | --- |
| **Year** |  | **Index No** |  |

**G.C.E. (Ordinary Level) :**

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| --- | --- | --- | --- |
| **Subject** | **Grade** | **Subject** | **Grade** |
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| --- | --- | --- | --- |
| **Year** |  | **Index No** |  |

**G.C.E. (Advanced Level) :**

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| --- | --- | --- | --- |
| **Subject** | **Grade** | **Subject** | **Grade** |
|  |  |  |  |
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**University :**

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| --- | --- | --- |
| **Name of University** | **Name of Degree** | **Year** |
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| **PROFESSIONAL QUALIFICATIONS** |

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| --- | --- | --- | --- |
| **Name of the Institute** | **Course Name** | **Type of Course** | **Year** |
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| **PROFESSIONAL MEMBERSHIP** |

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| **Name of the Institute** | **Title** |
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| **SPECIAL TRAINING** |

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| --- | --- | --- |
| **Institute** | **Type of Training** | **Year** |
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| **HOBBIES & INTERESTS** |

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| **REFEREES** |

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|  | **Referee 1** |  | **Referee 2** |
| **NAME :** |  |  |  |
| **DESIGNATION :** |  |  |  |
| **COMPANY :** |  |  |  |
| **OFFICE ADDRESS :** |  |  |  |
| **E-MAIL :** |  |  |  |
| **OFFICE TEL NO :** |  |  |  |
| **MOBILE NO :** |  |  |  |
| **RESIDENCE TEL NO :** |  |  |  |