



RAJASEGARAN VICKRAM

OBJECTIVE

To work towards achieving the greater success in my career through hard work, consistency and the ability to work with others to achieve organizational goals, aims and objectives

CONTACT

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- 📍 E1,1/3, N.H.S.Maligawatta Flats, Colombo – 10, Sri Lanka

PERSONAL DETAILS

- Full Name: Rajasegaran Vickram
- Date of Birth: 09/04/1986
- School Attended: Vivekananda National College, Colombo – 13.
- Gender: Male
- Nationality: Sri Lankan
- Religion: Hindu
- NIC No: 198610002675

WORK EXPERIENCE

VILUTHU (14 th June 2017 - Present)
No 27 A, Maheswari Road, Wellawatte, Colombo 06.

Position: Accounts & Admin Executive

Duties & Responsibilities

- Preparing cheques and voucher and check the processing done by the finance Manager with regard to each payment in the Bank Accounts
- Checking whether all the payments details are being entered
- Maintaining HO Petty cash imprest and writing petty cash vouchers, maintaining petty cash vouchers files in order with the supporting documents
- Photocopying of all the documents required by auditors for auditors for audit purpose and for the Finance Manager to keep all the information in the relevant files
- Banking deposits, filling the deposit slips to bank files
- Maintaining water bills, Telephone bills for Head Office and branches
- Checking the accuracy of supporting documents
- Maintaining Voucher Files
- Maintaining Correspondence letters
- Assisting to Finance manage for their finance related queries

INTERESTS

- Dancing
- Listening Music
- Photography
- Travelling
- Internet Surfing & Gaming

REFERENCE

Mr. L. Nathan
DYECHAM
No 212, Bankshall Street,
Colombo - 11
Mobile: 0777591107

Mr. K.T. Kurusamy
Former member of Western Provincial
Council
Modera Street,
Colombo 15
Mobile: 0777372640

**Listen Clare (PVT) Limited (2014 August -
2016 February)**
No 2, Thimbirigasyaya Road, Colombo - 05
Position: General Manager

Duties & Responsibilities

- Supervise direct reporting staff according to overall company policy
- Set employee goals and objectives
- Monitor and assist staff with work progress
- Evaluate current business processes and systems
- Plan and implement procedures and systems to maximize operating efficiency
- Facilitate the preparation and analysis of reports

**WNS Global Service (PVT) Limited (2013
October - 2014 February)**
**HNB Towers, Level 12, 479, TB Jaya
Mawatha, Colombo - 10**
Position: Associate Operations (Finance Department)

Duties & Responsibilities

- Provide administrative and operational support to ensure the organization runs smoothly
- Ensure general office upkeep, including maintenance of office system, placing work
- Orders and purchasing office supplies
- Greet guests, respond to phone and email inquiries, and collect and distribute mail
- Greet guests, respond to phone and email inquiries, and collect and distribute mail
- Oversee services & transportation
- Manage key relationships
- Organize day today procedures and maintain the system in effective manner

Vickram Printers (2010 March – 2013 November)
No 19, Wolfhendhal Lane, Colombo 13
Position: ITAdministrator

Duties & Responsibilities

- User administration (Setup and maintaining account)
- maintaining system & Verify that peripherals are working property Quick arrange repair for hardware in occasion of hardware failure, Monitor system performance
- Install software & update property
- Evaluate and modify system's performance

EDUCATION

G.C.E. Advanced Level - Commerce

Vivekananda National College, Colombo – 13, Sri Lanka Year: 2005

- | | |
|---------------------|------|
| • Business Studies | S |
| • Economics | S |
| • General Knowledge | Pass |

G.C.E. Ordinary Level

Vivekananda National College, Colombo – 13, Sri Lanka Year: 2002

- | | |
|----------------------------|---|
| • Social Studies & History | A |
| • Hinduism | B |
| • Health Science | B |
| • English | B |
| • Commerce & Accounts | B |
| • Tamil | C |
| • Maths | C |
| • Science & Technology | C |
| • Art | C |

COMPUTER SKILLS

Operating Systems	XP,Vista,Windows
Editing Packages	Adobe Photoshop,Premiere,Sound Forge
Other	Ms Office,Computer Networking Hardware and Network Troubleshooting

PROFESSIONAL QUALIFICATIONS

- Successfully completed the Professional Diploma in Graphic Design
- Successfully completed the Master Diploma Multimedia
- Successfully completed the Diploma in Hardware Engineering with Networking at Turnkey Computer Systems (PVT) Ltd
- Successfully completed the Diploma in Network Administration at Turkey Computer Systems (PVT) Ltd
- Successfully completed the Diploma in English Communication at Asian Computer Systems
- Successfully completed the Diploma in Digital Video Production

EXTRA CURRICULAR ACTIVITIES

- Member of Cricket Team in Colombo Vivekananda National College
- Sports Prefect in Colombo Vivekananda National College in 2005 batch
- President of Advanced Level Union in Colombo Vivekananda National College
- Member of Commerce Union, Tamil Union, English Union & Prefects Union in Colombo Vivekananda National College
- Participated in Athletic activities organized by School & circuit levels
- Achieved the Best Hosteller Award in Garden City College
- Successfully participated during 75th Platinum Jubilee competitions at Colombo Vivekananda National College
- Successfully participated and won the prizes, certificates in Commerce Day, English Day, Tamil Day Programs and competitions organized by school
- Successfully completed 25 meters free style swimming at Ananda College
- Successfully participated in the ' Around the World Day Camp 2004' held at the Colombo YMCA from 16th-18th December 2004

I certify that the above information is true and accurate to the best of my knowledge

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Date

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Signature