

Curriculum Vitae

Personal Details

Title : **Mr. / Mrs. /Miss.**
Full Name: (First Name.....) (Last Name.....)
Address: X Y Z.
Telephone: X Y Z.
Email: X Y Z.
Age: Y Z
Date of Birth: DD / MM / YYYY.
Nationality : British. French. Asian. Russian. American.
Current Stay Type: Student. EU-Student. ILR. Work Permit.
Language Skill: English, French, German, Russian and Chinese.
Driving:: **No / Yes** (UK, EU Or International Licences)

Current Employment

20XX - To Date

- Company Name: **X Y Z Company Ltd**
- Address:
- Telephone:
- Email:
- JOB Title:

Education and Qualifications

Higher Education

At : XYZ University. UK, USA, EU.

- MBA in Business Administration July 2011

Secondary Education

- GCE O & A - Levels at : Trinity College, Kandy, Sri Lanka. 1986 - 1999
- 4 A Levels: Accounting, Economics, Geography, Business Studies August 1999
 - 8 O Levels : Agriculture, English Language, History & social Studies,
Tamil language & Lit, Art, Religion, Science, Mathematics. December 1996

Professional Qualifications

- Post Graduate Diploma in Business Management October 2010
- Diploma in PC Assembling, Networking and User Technical Support July 2001
- Diploma in Computing December 2000

Last Employment History

Network Administrator

July 2009 – December 2009

XYZ Company

Ilford, IG1 4PG United Kingdom

Responsible for the Whole College IT Network including Implementation and Management of the IT Systems

References

Available on request.

I hereby certify that the above information given are true and correct as to the best of my knowledge.