

# Curriculum Vitae

## Personal Details

## Photo ID

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.

*Photo ID :*

*You Can Remove it's Not Must*

**Coming Soon**

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## Professional Profile

An ambitious self motivated individual...YOUR SELF INTERDICTION no more then **5 lines** totally. ( in Black Colour )

**NOTE** Please see the *Read Me-Notes.Pdf Document for the Tips about How to...*

## 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

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## Last Employment History

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### Office System Manager

August 2010 – July 2015

### **X Y Z Company**

*Ilford, IG1 4PG United Kingdom*

Responsible for the operation and administration of the company's internal networks, servers, email and network security systems.

### Network Administrator

July 2009 – December 2009

### **X Y Z Company**

*Ilford, IG1 4PG United Kingdom*

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

### Network Administrator

January 2007 – July 2009

### **X Y Z Company**

*Ilford, IG1 4PG United Kingdom*

Designing and administering the local in-house network on Windows server 2003 platform while editing and maintaining the company's website as well as executing other general office administration duties.

## Overseas Employment History

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### Network Engineer

October 2004 – June 2005

### **X Y Z Company**

*Colombo, Sri Lanka*

Designing, implementing and troubleshooting networks solutions to various institutions on Windows 2000 & 2003 server platform and repairs, installation and upgrading of IBM X-Series servers, IBM desktop and IBM laptops.

### Trainee Network Installer

May 2004 – July 2004

### **X Y Z Company**

*Colombo, Sri Lanka*

Performed customer services activities and installation works related to ADSL/internet and wireless installation services involving customer premises cabling, installation of network equipment and connected software; and also did direct marketing and sales.

## Skills

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- **Driving:** No / Yes ( UK, EU Or International Licences )
- **Language Skill:** English, French, German, Russian and Chinese.
- **IT Skills:** Microsoft Office; Windows Operating System
- **Management Skill:** Administration; Marketing

## Interests And Activities

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- **X Y Z**

## References ( Available on request OR ... 1 & 2 Choose Your Option)

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### **1st.**

Name: Mr. / Mrs. /Miss. Name....  
Occupation: X Y Z.  
Address: X Y Z.  
Telephone: X Y Z.  
Email: X Y Z.

### **2nd.**

Name: Mr. / Mrs. /Miss. Name....  
Occupation: X Y Z.  
Address: X Y Z.  
Telephone: X Y Z.  
Email: X Y Z.

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