|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **Curriculum Vitae** |  |  |  |  |  |
| **Name with initials** |  |  |  |  |  |  |
| **Address** |  |  |  |  |  |  |
| **Contact No** |  |  |  |  |  |  |
| **E-mail Address** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **1.STUDENT REGISTRATION NO** |  |  |  |   |
|  |  |  |  |  |  |  |
| **2.JOB PREFERENCE (Please mark "" in the relevant cage)** |  |  |  |
|  |  |  |  |  |  |  |
| **Training opportunity** |  | **I. Audit** |  |  |   |
|  |  | **II. Non-Audit** |  |  |   |
|  |  |  |  |  |  |  |
| **Job opportunity** |  |  |  |  |   |
|  |  |  |  |  |  |  |
| **3.BASIC DETAILS** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Name in Full** |  |  |  |  |  |   |
|  |  |  |  |  |  |  |
| **Name with initials** |  |  |  |  |  |   |
|  |  |  |  |  |  |  |
| **Address** |  |  | **Address** |  |   |   |
| **( Residential)** |  |  | **( Permanent)** |  |   |   |
|  |  |  |  |  |  |  |
| **Gender** |  |  | **Civil Status** |  |   |  |
|  |  |  |  |  |  |  |
| **Nationality** |  |  | **NIC** |  |   |  |
|  |  |  |  |  |  |  |
| **Birthday** |  |  | **Age** |  |   |   |
|  |  |  |  |  |  |  |
| **Contact No s**  |  |  | **E-mail Address** |  |   |  |
|  |  |  |  |  |  |  |
| **4.PREFERRED AREAS OBTAINING TRAINING (Ex-Colombo)** |  |  |  |  |
|  |  |  |  |  |  |  |
| **1st preferred city** |  |  |  |  |   |
| **2nd preferred city** |  |  |  |  |   |
|  |  |  |  |  |  |  |
| **If preferred to work in Colombo (Please mark "" in the relevant cage)** |  |   |
|  |  |  |  |  |  |  |
| **5.PROFESSIONAL QUALIFICATIONS** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **NAME OF INSTITUTION** | **REGISTRATION NO/MEMBERSHIP NO** | **STATUS (STUDENT/PF/MEMBER)** | **STAGES COMPLETED (APPLICABLE ONLY FOR STUDENTS)** | **DATE OF COMPLETION (IF APPLICABLE)** | **STAGES COMPLETED**  |
| **1.AAT** |   |   |   |   |   |
| **2CA** |   |   |   |   |   |
| **3 CIMA** |   |   |   |   |   |
| **4 ACCA** |   |   |   |   |   |
| **5 CMA** |   |   |   |   |   |
| **6 HNDA** |   |   |   |   |   |
| **7 OTHER** |   |   |   |   |   |
|  |  |  |  |  |  |  |
| **6.EXPERIENCE** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **6.1 Work experience** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **NAME OF INSTITUTION** | **PERIOD EMPLOYED** | **NO OF MONTHS COMPLETED** | **ROLES AND RESPONSIBILITIES(BRIEFLY)** |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |  |  |
| **6.2 IT Skills** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Experience on Office Packages** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **WORD** |  |  |  | **POWER POINT** |   |
| **EXCEL** |  |  |  | **OTHER** |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Experience on Accounting Packages** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **ACCPAC** |   |  |  | **QUICK BOOK** |   |
| **MYOB** |   |  |  | **OTHER** |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **7.ACADAMIC QUALIFICATIONS** |   |   |   |   |   |
|  |  |  |  |  |  |  |
| **SCHOOL/INSTITUTE/ UNIVERSTITY** | **NAME OF THE QUALIFICATION** | **YEAR OF COMPLETION** | **SUBJECTS COMPLETED** | **GRADE/GPA OBTAINED** |
| **xxxxxxxxxx** | **GCE(O/L)** | **xxxxxxxxxx** | **1.ENGLISH** | **xx** |
|  |  |  | **2.MATHS** | **xx** |
|  |  |  | **3.COMMERCE** | **xx** |
|  |  |  | **4.SINHALA** | **xx** |
|  |  |  | **5.SCIENCE** | **xx** |
|   |  |  | **6.HISTORY** | **xx** |
|   |  |  | **7.xxxxx** | **xx** |
|   |  |  | **8.xxxxx** | **xx** |
|   |  |  | **9.xxxxx** | **xx** |
|   |  |   |   |   |
| **xxxxxxxxxx** | **GCE(A/L)** | **xxxxxxxxxx** | **1.xxxxx** | **xx** |
|   |  |   | **2.xxxxx** | **xx** |
|   |  |   | **3.xxxxx** | **xx** |
|   |  |   | **4.xxxxx** | **xx** |
|   |  |   |   |   |
| **xxxxxxxxxx** | **DEGREE/OTHER**  | **xxxxxxxxxx** | **xxxxxxxxxx** | **xx** |
|   |   |   |  |   |
|  |  |  |  |  |  |  |
| **8.LANGUAGE SKILLS(Please mark "" in the relevant cage)** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | **EXCELLENT** | **AVERAGE** | **GOOD** | **POOR** |
| **SINHALA** |  |  |   |   |   |   |
| **ENGLISH** |  |  |   |   |   |   |
| **TAMIL** |  |  |   |   |   |   |
|  |  |  |  |  |  |  |
| **9.EXTRA CURRICULAR ACTIVITIES** |  |  |  |  |  |
| **I** |  |  |  |  |  |  |
| **II** |  |  |  |  |  |  |
| **III** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **10.NON-RELATED REFERESSS (2 Required)** |  |  |  |  |
|  |  |  |  |  |  |  |
| **NAME** | **DESIGNATION** | **ADDRESS** | **CONTACT DETAILS** |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |  |  |
| **I hereby certify that the above particulars given by me are true and accurate to the best of my knowledge.** |
|  |  |  |  |  |  |  |
| **Signature** |   |  |  | **Date** |   |   |
|  |  |  |  |  |  |  |