



RAJENDRAN AJIKANTH

PROFILE

I'm confident, self-motivated and energetic, able to communicate effectively with all levels of people, adapt to a variety of work settings and like to take challenges & to work under pressure.

WORK EXPERIENCE

ACCOUNT ASSISTANT

Green Garden Hotels (Pvt) Ltd - Sri Lanka

2022 Apr – Present

- Handling & In charge for account Payable and Receivable, Responsible for making Processing payment voucher, Bank Account reconciliation, Handling Petty cash, Track Bank Deposit, Prepare other reports given by the Management when necessary.

SUPERMARKET SUPERVISOR

New Vaanithasan Stores (Supermarket) - Sri Lanka

2016 – 2017

- Responsible for office support including word & Excel processing and supervise the super market operation, and other office works.

BANKING TRAINEE

(Performed as a Bank Cashier, Customer Relationship Officer & Front Line Clerk)

Sanasa Development Bank - Sri Lanka

2017 – 2019

EXECUTIVE LEVEL - 3 AND COVERED ALL THE AREAS IN BANKING

Sanasa Development Bank - Sri Lanka

2019 – 2022

PROFESSIONAL QUALIFICATIONS

DIPLOMA IN COMPUTER SCIENCE

Guide Notion Campus – Sri Lanka

2015

CERTIFICATE IN ENGLISH

Guide Notion Campus – Sri Lanka

2014

CONTACT INFO



PHONE

0589129335



WHATSAPP

+94754114270



MAIL

ajithkanth1997@gmail.com



LOCATION

Sharjah, United Arab Emirates

IT SKILLS

- MS Word
- MS Excel
- MS Power Point
- IT Literacy

SKILLS

- Teamwork
- Good communication skills
- Analytical thinking skills
- Able to work under the pressure
- Problem Solving Skills
- Leadership
- Critical Thinking Skills
- Technology skills
- Attention to Detail
- Emotional Intelligence
- Interpersonal skills
- Compassion
- Flexibility
- Creativity

LANGUAGES

ENGLISH

TAMIL

SINHALA

OTHER QUALIFICATIONS

• Participated Provincial School Educational Software Competition - 2009 conducted jointly by Education for Knowledge Society Project of Ministry of Education and Microsoft Srilanka (Pvt) Limited.

• Performed as a Prefect during the school days.

• Performed as a Band Leader in School band team.

PERSONAL INFORMATION

• **NAME IN FULL**

Rajendran Ajikanth

• **DATE OF BIRTH**

16.08.1997

• **GENDER**

Male

• **CIVIL STATUS**

Single

• **NATIONALITY**

Sri Lankan

• **PASSPORT NUMBER**

N9429425

• **NIC NUMBER**

972291579V

ACADEMIC QUALIFICATIONS

GCE ADVANCED LEVEL – EQUAL TO DEGREE (COMMERCE STREAM)

Department of Education - Sri Lanka
2016 (3856836)

Economics	-	C
Business Studies	-	A
Accounting	-	C
General English	-	S
Common General Test	045	

GCE ORDINARY LEVEL

Department of Education - Sri Lanka
2013 (35104872)

Science	-	C
Mathematics	-	B
Tamil Language	-	B
English	-	C
History	-	C
Saivanery	-	A
Health & Physical Education	-	A
Business & Accounting	-	A
Tamil Literature	-	C

REFERENCES

MR NAGULAN SUNTHARALINGAM

(Tiger Group - Samaya Hotel Dubai)

Assistant Chief Accountant

Tel : 00971 56 7668650

e-mail: credit@samayahotel.com

nagulan12@gmail.com

MR SHANTHALINGAM UMAMADHAVAN

Branch Manager

Commercial Bank of Ceylon PLC

+94770290806

I do hereby certify that the above particular given by me are true & Accurate to the best of my knowledge. If I'm offered an opportunity to serve in your esteemed organization, I can assure you that I shall always perform my duties with commitment & loyalty.

Rajendran Ajikanth