

# MUKUNTHA THIVAGARAN

Mobile : +94 776 374 899

Email : thivagaran2@gmail.com



## MY RESUME

### PERSONAL STATEMENT

A graduate with strong communication and organizational skills Seeking a challenging and rewarding opportunity in an organization of repute which recognizes and utilizes my true potential while nurturing my analytical and technical skills. I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, I possess excellent communication skills and I enjoy learning new things.

### PROFESSIONAL SKILLS

- Knowledge of ERP
- Adobe Software
- General ledger accounting
- Ms Office

### PERSONAL SKILLS

- Project planning & development
- Flexible team player
- Leadership
- Team work

### LANGUAGES

- English
- Tamil
- Sinhala
- Malayalam

### Personal details

- Full Name : MUKUNTHA THIVAGARAN
- Mobile : +94 776 374 899
- Email : thivagaran2@gmail.com
- Address : No. 1 A Sowmiya pura, Kotagala

- DOB : 01/02/1992
- Nationality : Sri Lankan
- Civil Status : Single

### Sports

- Cricket
- Football
- Chess
- Athletics
- Carrom

### WORK HISTORY

#### Management Trainee

Accounting Sector Audit Firm, Hatton, Sri Lanka  
(May 2012 – June 2013)

- Responsible for reviewing and maintaining accounting records.
- Create spreadsheets and databases.
- Worked on a project to provide analysis for the financial statements template for clients using accounting technical knowledge
- Carrying out tasks ranging from making and recording payments to generating cost reports. Using accounting and film production software

#### Intern, Marketing Trainee

LOLC Group. (Commercial Leasing & Finance Plc) Head Office  
Sri Lanka  
(October 2016 – April 2017)

- Support the work of marketing managers and executives on projects directed at maximizing company profits and developing sales or marketing campaigns. Using the proper strategies for maximum benefit.
- This knowledge can be acquired during the training period provided the trainee completes this period with maximum effort. Undertaking marketing research so that consumers can be targeted easily, this should be done by understanding the requirements of the customers and fulfilling them properly.

#### Operation Analyst

LOLC Group. (Commercial Leasing & Finance Plc) Head Office  
Sri Lanka  
(May 2017- Present)

- Providing an efficient and effective back office services to respective branch network
- Providing speedy service to internal and external customers and always promptly attend to client queries
- identify and implements strategies, plans, policies and process that are aligned with organization's vision, mission, values, priorities and interest of the company
- To liaise and coordinate with branches, sub-ordinates to eliminate/minimize mistake and forwarding files to payment officer, especially authorized agent's payments within the stipulated time frame

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## LEADERSHIP ACTIVITIES

### Senior Head Prefect

Highlands College, Hatton, Sri Lanka

### Vice-Captain

Football team -

Highlands College, Hatton, Sri Lanka

### Member

St. John Ambulance service Central Province

### Member

School western band team.

### Member

Passed member of Scouts team-  
Highlands College.

## REFEREES

### Ms. Shashitha Jayakody,

Lecturer

Faculty of Business,

Sri Lanka Institute of information technology,

New kandy Road, Malabe.

Office: 011-7544609

Email: shashitha.j@slit.lk

### Mr.K.VINAYAGAMOORTHY

Attorney-at-law,

Notary Public, Commissioner For Oaths and  
Company Secretary. – No, 18 1/2 ,Side Street,  
St. Anthony's Building, Hatton.

Email :Kv.Moorthy@Yahoo.com

Mobile :0714101558

## EDUCATION

- **BA (Hons) Business Administration** **2014 – 2017**  
**University of Bedfordshire UK (SLIIT)**  
Classification: (2nd Lower class)
- **Passed GCE A/L Examination** **2011**  
**Highlands Central College, Hatton**
- **Passed GCE O/L Examination** **2008**  
**Highlands Central College, Hatton**

## INTERESTS & CO-CURRICULAR ACTIVITIES

Attended professional development program by  
AISEC Sri Lanka institute of information technology

## MAIN ACHIEVEMENTS

- Two times Inter house athletic meet champion.
- Placed 1st and 2nd in Zonal and Province level sports -meet.
- Vice-captain of School football team and placed 1st runner up in District level.
- Member of Commercial leasing & finance Football team and Placed Champion in Mercantile football league(2017)
- Very Good Pass in Disaster Management & Pre Hospital Care (The St. John Ambulance) Provincial Camp-2006.
- Very Good Pass in General English Course at British Council Colombo.
- Participated in Zonal level software completion.



[www.linkedin.com/in/thiva-garan-52b04313b](http://www.linkedin.com/in/thiva-garan-52b04313b)