

**Thanabalan Gerad Navindran-**

**Bachelor of Arts in Social Science**

Date of birth – 06- 08- 1977

No. 329/118,Lake Crescent ,Attidiya,Dehiwela

Sri Lanka.

Mobile number: –0727548332/0728715995

 E-mail address – naveengerad@yahoo.com

**OBJECTIVE:**

To seek a challenging position that will provide me the opportunity to utilize my skills to lead and motivate others in order to achieve the organization’s goals and objectives. I possess the necessary educational skills in addition to excellent communication, interpersonal, analytical and conceptual skills that are required to achieve this objective.

**CAREER GOALS:**

I am a motivated, hard working, reliable and a productive person, committed to delivering high quality work. Possessing the ability to effectively plan, organize and prioritize events, managing time effectively and meeting demands. I continuously strive for newer and more effective means of performing the tasks.

**Professional Exposure:**

* Improve and create a positive working environment
* Exhibiting courage and willingness in the face of solving problems and creating opportunities

**Core Competencies:**

* Posses excellent communication skills ( English, Tamil & Sinhala)
* Effective Planner & Team player
* Ability to manage & influence people
* Able to perform with confidence and work under pressure
* Proven ability to consistently deliver positive results
* A strong team player having flair for interactive group activities

# **WORK EXPERIENCE:**

* Freelance translator from 2005 to date

**EDUCATIONAL QUALIFICATIONS:**

* Bachelor of Arts degree in Social Science from The Open University of Sri Lanka ( subjects: Mass- Communication, Economics, Sociology and English)

# **COMPUTER LITERACY:**

* Excellent in operating MS Office packages (word, excel, power point, access)

I certify that all the information given above are true and correct for the best of my knowledge

Thanabalan Gerad Navindran

Referees:

V.Mahathevan

Attorney-at-Law

No.6-1/1,St.Lawerance Road,

Colombo-06

T.P:0112360352

Dr.Mahim Mendis

Senior Lecturer,

Department of Social Studies,

Faculty of Humanities and Social Sciences,

The Open University of Sri Lanka

Nawala,

Nugegoda

T.P:2881218(218)