

M. Niklas

Mobile: 0766055605 /752353803

Address : 186/11, Arunodaya Mawatha, Obeysekarapura, Rajagiriya.

E-mail: niklas78716@gmail.com

Dear Sir/ Madam,

In today's customer service oriented society, timely, friendly, proactive service is sought to enhance future business growth. Customer loyalty is always impacted when you employ the right service retail professional to represent you when assisting your valued customers.

My experience in the service industry has taught me how to meet and exceed each customer's expectations with service that sells! I have assisted many types of customers in different aspects and areas of settings. I realize that acquiring and maintaining loyal repeat business as well as spreading the word of your business through these loyal patrons is of the utmost importance in every company. Positioning a company for better exposure and greater marketability is a task that I have performed with success many times. I believe in target achieving ongoing success with teams building morale, maintaining self-confidence and team confidence.

It would be a pleasure to be interviewed by you and I look forward to hearing from you soon.

Very Sincerely,
M. Niklas

CURRICULUM VITAE

M. Niklas

No. 186/11, Arunodaya Mawatha, Obeysekarapura, Rajagiriya.

Tel: (+94) 766055605 / 752353803

E-mail : niklas78716@gmail.com

OBJECTIVE

Interested in achieving a suitable placement in the professional field and improve as well utilize my skills, knowledge and experiences.

PERSONAL DETAILS

Name in full : Marimuththu Niklas
Name with Initial : M. Niklas
Date of Birth : 10th of October 1995
Age : 24 Years
Sex : Male
Marital Status : Single
Nationality : Sri Lankan
Religion : Christian
N.I.C. No. : 952840495V
Driving License No : B2922464
Passport No. : N5597765
School Attended : WP/CO/ Sirihada Vidyalaya – Rajagiriya.

PROFESSIONAL QUALIFICATION

- Successfully completed Diploma in Graphic Designing at BICT Institute.
- Successfully completed Diploma in Office Automation at CIMS Campus.
- Successfully completed Diploma in Mobile Phone Repairing at BICT Institute.

WORKING EXPERIENCE

- I Worked as a **Graphic Designer** at **Wijaya Rubber Stamps & Printers** for 2 years.
- I Worked as a **Computer Typist, Graphic Designer Plus Sales Representative** at **Cyber Digit** During 13th April 2013 – 10th April 2018.
- I Worked as a **Motor Underwriter** at **Ceylinco General Insurance** (Grandpass Branch) For 2 months.
- Presently worked as a **Purchasing Assistant** at **Rajagiriya Motors & Services (Pvt) Ltd.**

EDUCATIONAL QUALIFICATION

- I have done G.C.E (O/L) Examination, held in 2011 (Sinhala Medium)

Religion	C
Sinhala	S
English	S
Mathematics	S
Science	Ab
History	S
Arts	S
Business Studies	S
Health	C

EXTRA CURRICULAR ACTIVITIES

- Member of School Cricket Team.
- Member of School Volleyball Team.
- Member of School Prefect Team. (2010-2011)
- Member of School Western Band Music Team.
- Participated in Inter School Religious Knowledge competition.
- Inter House Captain in 2011.
- Certificated to inter house school athletics.

SOFTWARE SKILLS

- Typeset (Sinhala/English)
- Internet & Email
- Corel Draw
- Ms Word
- Ms Excel
- Adobe Photoshop
- Adobe Illustrator
- MsPowerpoint
- Mobile Phone Repairing / Troubleshooting.

I will be much grateful, if your good self could afford me an opportunity by presenting me at an interview thus enabling me to furnish more details of respect of my experience etc.

Thanking you and awaiting a favorable reply.

Yours truly,

M. Niklas