

# CURRICULAM VITAE OF ABDUL MAJEED RAMEEZANA

Colombo -12 Sri Lanka

+9476 2578209 (Mobile) E- mail ;

---

---

## OBJECTIVE

To secure a responsible and challenging position with a progressive institution that would provide an opportunity to contribute towards the growth of the organization whilst achieving personal growth and career advancement

## PERSONAL INFORMATION

- Name in full : Abdul MajeedRameezana
- Name with initial : A.M.Rameezana
- Date of Birth : 1986.01.12
- N.IC No : 865121709 V
- Gender : Female
- Nationality : SriLankan Moor
- Marital Status : Married

## ACADAMIC QUALIFICATION

### G.C.E (O/L) Examination

Year : December 2001

Index no :14698447

Results : 6A 3B

<u>Subject</u>	<u>Grade</u>	<u>Subject</u>	<u>Grade</u>
Tamil	A	Mathematics	A
Social study	A	Tamil Literature	A
Islam	A	English	B
Health Science	A	Science &Technology	B
Commerce	B		

## G.C.E (A/L) Examination

Year : April 2004

Index No : 6138870

Results : 2A B

### Subject

### Grade

Political Science

A

Z score :

1.6522

Tamil

A

District rank :

66

Islamic Civilization

B

Island rank :

914

General English

S

Common General Test

046

## PROFESSIONAL QUALIFICATION

- Bachelor of Arts (BA) from **South Eastern University of SriLanka (SEUSL)** with the achievement of second class upper division tasking the main subjects of **Tamil, Sociology and philosophy. (2005-2009)**
- **Higher National Diploma in English (HNDE)** Diploma holder from SriLanka Insitute of Advanced Technological Education (**SLIATE**) conducted at Hardy Advanced Technological Institute –Ampara) (**2013-2015**)
- Successfully followed a course on ‘Total Immersion in English’ at **Oxford College of Business – Colombo- 07 (2011)**
- Successfully followed a course in senior level English at **English Academy-Akkaraipattu**
- Successfully followed a diploma course in Computer Studies at **British Informatics of Computer Technology Akkaraipattu**
- Successfully followed a certificate course in MS Office Applications at **Computer Learning Center of Al -Azhar Central College, Thihariya, Gampaha**
- Successfully followed a course in Sinhala Language conducted by **Ministry of Arts and Culture at Akkaraipattu Cultural Center**

## COMPUTER LITERACY

- MS Office Suite  
(**MS Word, MS Excel, PowerPoint**)
- Internet & Email

## LANGUAGE PROFICIENCY

- Excellent in Tamil
- Excellent in English
- Manageable in Sinhala

## EXTRA- CURRICULAR ACTIVITIES

- interested in career guidance programmes
- interested in social work
- Participated in Tamil, English and Arabic day Programmes in inter school level and zonal level Competitions
- Participated in first- aid programme
- Participated in Cultural programmes
- Member of Senior Prefect Board of Akkaraipattu Muslim Central College

## PROFESSIONAL EXPERIENCE

- Presently working as **Government Translator – Class I (Tamil –English)**
- presently working as a part time Sworn Translator of Tamil- English and vice versa which is recognized under Ministry of Justice of Srilanka
- Worked as a **Graduate Translator** at University Grants Commission, Sri Lanka (2012)
- Worked as a **Development Officer** at Divisional Secretariat Akkaraipattu (from 2013.06.18 to 2016.06.27)

## NON- RELATED REFREES

**1 M.Y.Saleem**

Commissioner

Eastern Provincial Council

Trincomalee

I do hereby confirm that the above information furnished by me is true and correct to the best of my knowledge

Date.....

.....

**(A.M. RAMEEZANA)**

