

## CURRICULUM VITA

Name in Full	CHARLES KINGSLEY BARNABAS		
Permanent Address	NO. 51 POOLBANK ROAD, GAMINIPURA, HATTON 22000, SRI LANKA		
Nationality	Sri Lankan		
National Identification Card No	541981489V		
Date And Place of Birth	16 <sup>th</sup> July 1954 – Nanu Oya, Sri Lanka		
Sex	Male		
Martial Status	Divorced		
Religion	Roman Catholic		
Contact Telephone Nos	Home	0094-51-2223874	Mobile 0094-776522934
Contact Email IDs	ckbarnabas@gmail.com		ckb_2005@yahoo.com
Educational Qualifications	General Certificate of Education (Ordinary Level)		
Primary Education	St. Xaviers College, Nuwara Eliya, Sri Lanka		
Secondary Education	Holy Trinity College, Nuwara Eliya, Sri Lanka		
Language Performance	Read	Write	Speak
English	Excellent	Excellent	Excellent
Tamil	Excellent	Excellent	Excellent
Sinhala	Excellent	Excellent	Excellent
Other Qualifications	MS Office, Windows XP, Internet, Email, Software and Hardware Installation		
Special Qualifications	Date Entry/Typing in English – Sri Lanka Presidential Export Award Winner in 1987		

## EMPLOYMENT RECORDS

01.Name of Employer	Comtronics Ltd., Bullers Lane, Colombo 07, Sri Lanka
Nature of Employment	Documentation, Government Tender, Typing
Duties & Responsibilities	Preparing Tenders, Quotations, Typing
Duration of Employment	1977-1983
Reason for Leaving	Better Prospect
02.Name of Employer	The Date Entry International Ltd., Colombo 08, Sri Lanka
Nature of Employment	Data Entry
Duties & Responsibilities	Punch, Verify, Update
Duration of Employment	1983 – 1989
Reason for Leaving	Better Prospect
03.Name of Employer	Bader Al Mulla & Bros. Co. W. L. L. Kuwait
Nature of Employment	Computer Operator

Duties & Responsibilities	Payroll, Overtime Records, Leave Records, Letter Typing
Duration of Employment	1989 - 1993
Reason for Leaving	Better Prospect
04.Name of Employer	The National Spare Parts Co. W.L.L., Kuwait
Nature of Employment	Computer, Data Entry Operator
Duties & Responsibilities	Posting, Processing, Indexing, Price Update,
Duration of Employment	1993 - 2004
Reason for Leaving	Better Prospect
04.Name of Employer	Krishanthi Manpower Consultants, Hatton, Sri Lanka
Nature of Employment	Office Assistance
Duties & Responsibilities	Office Administration, Letter Draft, Emails
Duration of Employment	2004 - 2009
Reason for Leaving	Better Prospect
04.Name of Employer	Kahawatte Plantations Plc, Galamuduna Estate, Dolosbage
Nature of Employment	Divisional Clerk
Duties & Responsibilities	Payroll, EPF, ETF, Letter Draft, Typing, Documentation
Duration of Employment	2010 – 2013
Reason for Leaving	End of Contract