

Matheepan Manoharan

Bachelor of Arts | Proficient in Windows & macOS | Adobe Apps (Photoshop, InDesign & Acrobat) & Microsoft Office Expert

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EXPERIENCE

SM stationer, Sri Lanka — *Self Business*

APRIL 2016 - PRESENT

Print layout designing and typography

BT/KK/Vantharumoolai Vishnu Maha Vidyalayam, Sri Lanka — *Teacher*

NOVEMBER 2017 - PRESENT

I am teaching Political Science as a primary subject.

Zonal Information Communication Technology Education Centre, Sri Lanka — *Management Assistant and Computer Hardware Technician*

JULY 2014 - DECEMBER 2015

Maintaining computers and problem troubleshooting

EDUCATION

Eastern University, Sri Lanka — *Bachelor of Arts*

DECEMBER 2009 - OCTOBER 2014

I am a political science specialist student who succeeded in the Eastern University internal stream.

BT/KK/Chenkalady Central College, — *School*

JANUARY 1995 - AUGUST 2008

PROJECTS

Portfolio Website — *Built using WordPress*

I developed my portfolio website matheepan.tech

Sales Dashboard — *Built using Excel*

SKILLS

Microsoft Office
Adobe Photoshop
Adobe Indesign
Adobe Acrobat
WordPress
Windows 10, 11
MacOS Sonoma

AWARDS

Completed Intermediate Level of the University Students' Competency Test of Information Technology conducted by HETC of Eastern University of Sri Lanka

ADDITIONAL

Workshop on Personality Development
Seminar on Human Values
Soft Skills Workshops
What are Human Rights? - Online Course
The Truth About Drugs - Online Course

LANGUAGES

English
Tamil