IOM UN MIGRATION

Pre-Screening Form

VN10/2023 Resources Management Assistant - Kilinochchi

Candidate's Name: K.SUBRAMANIAM

NIC Number: 196320302234

Passport Number: Click or tap here to enter text.

	Yes	No
IOM Experience:	☐	x☐

Required Qualifications:	Yes	No
Bachelor's degree in business management, finance and accounting or a related discipline from an accredited academic institution with Two (2) years of professional experience in the related field.	☐	☐
OR		
Minimum Four (04) years of related work experience with High School Diploma.	☐	☐

Required Skills		
Strong interpersonal and intercultural skills, Attention to detail & High computer literacy in Windows and MS Office.	☐	☐

Preferred Experience:	Yes	No
Experience in computer data entry, elaboration and analysis or call centre in a busy institution, preferably within a medical service centre.	☐	☐
Previous experience in secretarial and archival related tasks.	☐	☐

Language	READ			WRITE			SPEAK		
	Excellent	Good	Poor	Excellent	Good	Poor	Excellent	Good	Poor
English	☐	☐	☐	☐	☐	☐	☐	☐	☐
Sinhala	☐	☐	☐	☐	☐	☐	☐	☐	☐
Tamil	☐	☐	☐	☐	☐	☐	☐	☐	☐

Disclaimer

I.   x☐ I certify that above information provided is true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in disqualification.