

Pre-Screening Form

SVN21/2023 Medical Assistant (MH) - Colombo

Candidate's Name: Click or tap here to enter text.

NIC Number: Click or tap here to enter text.

Passport Number: Click or tap here to enter text.

IOM Experience:

Yes No

Required Qualifications:

Yes No

Bachelor's Degree in Business Management, Administration 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

High computer literacy in Windows and MS Office with typing speed of at least 60 words per minute.

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sinhala	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer

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.