

**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.