



**SHAKTHI INSTITUTE** is a leading education provider founded in 1997 specializing in Local and London Ordinary Level and Advanced Level (English Medium) Examinations. The Holding Company, Capital TRUST Holdings Limited is one of Sri Lanka's leading Financial Solution Providers and a leader in Real Estate.

Vacancies exist for four **Customer Relations Executives**

### JOB DESCRIPTION

- Educate students on courses and Lecturers available.
- Attend to telephone and email inquiries and keep a record of same.
- Accept students' registration forms and monthly fees.
- Issue computer generated receipts.
- Make Lecturer payments.
- Arrange classrooms as per the time table.

### POSITION REQUIREMENTS

- Two passes at the G C E A/L Examination and credit passes for Mathematics and English at the G C E O/L Examination.
- An excellent command of English and Sinhala.
- Proficiency in handling Microsoft Office Package.

If you are equal to this challenge please apply within 10 days of this advertisement with your complete resume, including contact details of two non-related referees to [ghr@capitaltrust.lk](mailto:ghr@capitaltrust.lk) stating "Customer Relations Executive" in the subject line of the e-mail.

## **SHAKTHI INSTITUTE**

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